Version 4.2 for Macintosh
User Manual

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Eudora Pro®
Email

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Finally, thanks to all the users and testers of Eudora Pro, whose suggestions have made it a much better program than it otherwise would have been.

About the Name

Why the name *Eudora*?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O.," and named the program after the author of the story, Eudora Welty.

"Why I Live at the P.O." can be found in a collection entitled *A Curtain of Green and other stories* (Harcourt Brace & Co.). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

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Getting Started

Introducing Eudora Pro Email

Welcome to Eudora Pro Email 4.2! Eudora Pro Email is a comprehensive electronic mail (email) software program that uses your Internet Service Provider (ISP) or network to receive and send email messages.

In Eudora, you can write messages and send them with custom stationery and signatures. You can send files, both text and graphic, created in other programs and “attach” them to your email messages. You can forward messages, redirect them, or reply to all recipients of a message.

You can set up mailboxes and folders for your mail and build “filters” to sort messages, alert you, and even send an automatic reply.

All your favorite addresses can be stored in your personal address book, or you can let Eudora search for addresses for you. And if you use more than one ISP, Eudora allows you to build “multiple personalities” to send and receive mail to multiple accounts.

There are many more Eudora features and functions described later in this manual.

What’s New in Eudora Pro Email v4.2

The following new features and functions have been added to Eudora Pro Email 4.2 for Macintosh.

- **Automatic Speller.** Misspelled words are now underlined and highlighted automatically while you type in the Subject and message.
- **Internet Message Access Protocol (IMAP).** You now have a choice of incoming server protocols: IMAP or POP. Previously, you could only use the POP protocol in Eudora. IMAP allows Eudora to access and manage email messages on a server, and it permits manipulation of remote mailboxes so they function like local mailboxes.
- **Speak Filter Action.** A new filter action can now *speak* the name and subject of an incoming message.
- **Speak Option.** Speak, a new option on the Edit menu, lets Eudora read your messages to you.
- **Improved Search/Find.** A new and improved search feature is now included in Eudora. You can search for text in messages located in one or more mailboxes and folders. The new search function allows you to enter up to five levels of search criteria. Searching occurs in the background, and found messages appear in a mailbox-like display.
- **Auto-wrapping plain text messages.** Using the new MIME format=flowed feature allows a plain text message to adjust to your computer monitor’s width.

- **Animated GIF images.** You can turn on this feature in the Fonts and Display dialog to display animated GIF images embedded in HTML messages.
- **Automatic background filtering/delivery.** Eudora automatically retrieves your mail, filters it, and delivers it to your specified mailboxes automatically and in the background. Now, you will notice that the "Deliver Now" button has been removed.

Eudora Pro Email vs. Postal Mail: The Eudora Pro Advantage

Below is a comparison between Eudora email and postal mail.

Eudora Pro Email	Postal Mail
Mail is sent and received to and from servers provided by your ISP or network.	Mail is sent and received to and from post offices provided by your government.
Mail is transported using servers.	Mail is transported using trucks, trains, and planes.
Incoming server delivers mail to your computer. This server uses the POP or IMAP protocol.	Postal carrier delivers mail to your home or office.
Your computer is your mailbox.	You go to your mailbox.
Check for mail.	Check for mail.
Mail is delivered to your In box. However, you can have mail sorted automatically to other mailboxes you set up.	Mail is delivered to your mailbox. However, you can sort your mail once you receive it.
Look up an email address in your address book.	Look up an address in your address book.
Look up a person's information using Directory Services.	Look up a person's information using the white pages of the phone book.
To compose mail, you type on your computer's keyboard.	To compose mail, you type on your computer's keyboard or typewriter and print it on paper. Or you write using a pen on paper.
You enter header information, which includes your recipient's email address and your return address.	You place the paper in the envelope and write the person's name, address, and your return address.
You send mail to your outgoing server, where it will be sent. This server uses the SMTP protocol. This server creates an "electronic envelope" for your email.	You stamp and send your mail to a post office, where it will be processed and sent.
Your recipient receives your mail usually within a few minutes.	Your recipient receives your mail within days, depending on location.

System Requirements

To use the Eudora Pro Email application (hereafter referred to as Eudora), you must have the following:

- Macintosh® 68020, 68030, 68040, or PowerPC processor.
- Macintosh System 7.1.2 or newer.
- A network mail account or an Internet mail account that utilizes POP3 or IMAP4 protocol with an ISP.
- Access to your mail account via a TCP/IP (Internet) network connection or via PPP dial-up networking through a modem.

Note. Some Eudora plug-ins, such as QUALCOMM's PureVoice™ Player-Recorder require more advanced configurations, such as a Power Macintosh and System 7.5 or later. Be sure to check the README and other documentation for each such Eudora plug-in before you use it. Also see "Using Eudora Plug-ins" on page 190. Click the page number to display the topic.

Drag and Drop Requirements

If you do not have Macintosh Drag and Drop running on your Macintosh, certain features may be disabled. Macintosh Drag and Drop is included in System 7.5 and System 7 Pro, but is not included in earlier versions of System 7.

Macintosh Drag and Drop requires that Finder 7.1.3 (or newer) is running in order for the Drag and Drop extensions to work properly. Installing the Drag and Drop extensions with an older Finder has been shown to cause strange behavior, and is not recommended.

If you are running a system version with a Finder that is older than 7.1.3, you will be able to drag and drop within the Eudora application. However, you will not be able to drag between Eudora and other running applications.

Eudora includes in its Installer all of the appropriate software necessary for Drag and Drop to work on any system that Eudora supports.

Installing Eudora

You can install this version of Eudora over an earlier version of Eudora Pro or Eudora Light. Just follow the instructions below, and when you open Eudora Pro Email 4.2, your settings, mailboxes, etc. are updated for this version. Also, all of your messages, folders, and filters are maintained.

To install Eudora, do the following:

1. Turn off any virus-protection software that you may have installed on your computer. (You do not have to disable the Disinfectant™ extension.)
2. Quit all open applications.
3. Restart your Macintosh if it did not already restart in step 1.

4 If you are installing Eudora from a CD-ROM, insert the Eudora Pro Email CD into your Macintosh CD-ROM drive. If you are installing Eudora from a software archive, double-click on the archive.

5 Double-click on the Eudora Pro Email 4.2 Installer icon to launch the install program. The Eudora Pro Email Installer window appears.

6 Click **Continue** in the Installer window, or press **Return** or **Enter**. The Readme window appears.

7 Read the Readme and click **Accept**. (To save the Readme to a file, click the **Save...** button. To print the Readme, click the **Print...** button.) The Software License Agreement appears.

8 Read the Software License Agreement and if you agree to the terms, click **Agree**. (You can save the Agreement by clicking the **Save...** button, or print it by clicking the **Print** button.) The User Code dialog appears.

9 Enter your **User Code**. Your User Code number is printed on the technical support information sheet found inside the Eudora Pro Email retail product box. Or if you are part of a multiple-user site, it should be provided to you by your organization's Eudora support coordinator. If you purchased Eudora by electronic distribution, the User Code is in the email message you received when you purchased the product. Click **Continue**.

Note. If you cannot determine your User Code, you may leave this field blank.

The Eudora Install dialog appears, allowing you to select which items you want to install. To see a description of an item, click on the item: the description appears just below the selection area.

10 To install Eudora Pro Email and all of the items listed, select **Full Eudora Pro Installation** and click **Install**. Full Eudora Pro Installation is the default. Eudora installs all elements of version 4.2.

Note. In the full install, QUALCOMM's PureVoice™ voice-messaging software and Apple's QuickTime™ multimedia viewer are included.

To install Eudora Pro only, select **Eudora Pro Only**.

To install the Eudora Pro documentation only, select **Documentation**.

To install just the items you want, select them by clicking on each one (hold down the **Command** key to select multiple items, and be sure that Full Eudora Pro Installation is *not* selected), then click **Install**.

A dialog appears asking you where you want to install the Eudora Pro Folder.

11 Select the destination folder and click **Install**. A dialog appears indicating that your Macintosh may need to be restarted following installation.

12 Click **Yes** or **No** in the dialog to indicate whether you do or do not want your Macintosh automatically restarted after install. Yes is recommended.

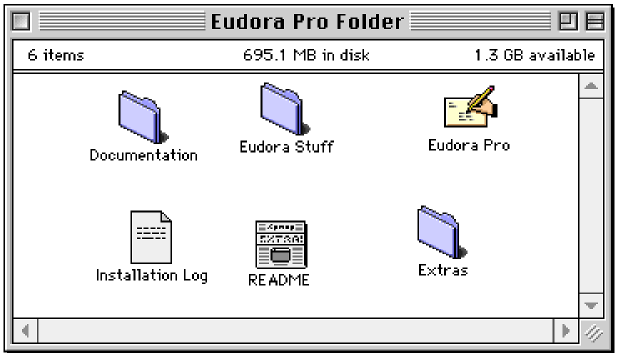
The install program begins installing the items you selected in the appropriate locations on your disk.

13 After the installation is complete, you are prompted to restart your Macintosh if you selected **Yes** in the step above. Click **Restart** to restart your Macintosh now, or **OK** to restart later.

14 Open your Eudora Pro Folder, which you installed in the destination folder you specified above and install the supplementary software if desired, by double-clicking on each installer icon to install that item.

15 Select the version you want. A dialog appears asking you where you want to install the Eudora Pro Folder.

This completes the installation of the Eudora Pro Email software. To find out how to set up Eudora so that you can send and receive email, see “Opening and Configuring Eudora” below. For details about the files in the master Eudora Folder that has just been installed in your System Folder (this holds all your mail and other important files), as well as the Eudora Pro Folder that you have just installed. See “Eudora Folders” on page 267. Click the page number to display the topic. The README referred to in the Restart dialog is contained in your Eudora Pro Folder.



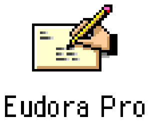
Eudora Pro Folder

The Eudora Pro Folder is sometimes referred to as the Eudora Pro Application Folder. This is the folder that contains your Eudora application.

Opening and Configuring Eudora

Open Eudora

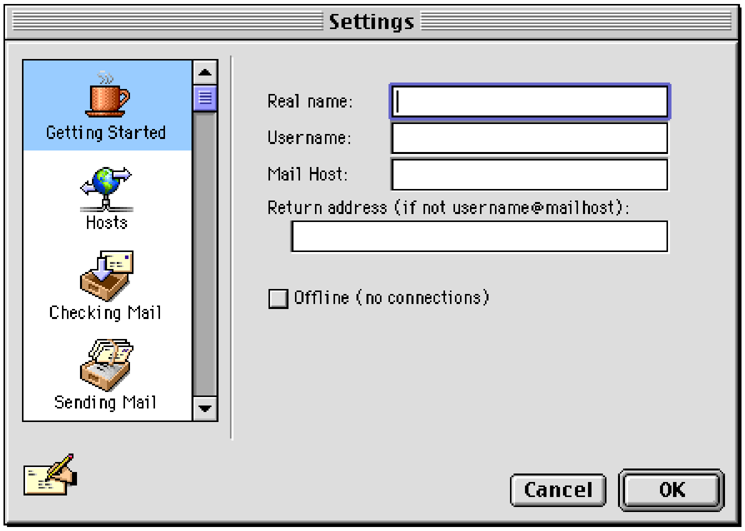
After you have installed Eudora, double-click on the application icon to open Eudora.



Eudora Pro Email application icon

If you have installed Eudora for the first time, the Settings dialog appears, showing the Getting Started category.

Note. If you have installed Eudora Pro Email 4.2 over an existing version of Eudora, your settings are automatically imported from your previous version of Eudora.



Getting Started Settings

Getting Started Settings

If the Getting Started Settings panel appears when you open Eudora after installation, enter the following information in the panel, and click **OK** to save your settings when you're done (see the sample filled-in panel below):

Real name. Enter your name as you would like it to appear in the From field of all your outgoing messages—for example, first and last name, such as `John Davis`. This lets your recipients know who the mail is from.

Username. Enter your email user name for the incoming mail server to which you will be connected. This name is used to log in to your email account if the account requires a user name. This name is provided by your Internet Service Provider or your company's email administrator. It usually, but not always, consists of the text that appears before the at-sign (@) in your return email address. For example, if your return address is `john.davis@myfirm.com`, your user name may be `john.davis` or it may be `jdavis` or some other variant. Whatever expression you must enter as a user name when you check your mail (usually just prior to entering a password), enter that user name in this field.

Mail Host. Enter the name of your incoming mail server, also called your "mail host." This name often takes the form `xxxx.yyyy.zzz` — for example, `curly.myfirm.com`. Check with your Internet Service Provider or your company's email administrator if you're not sure what to enter here.

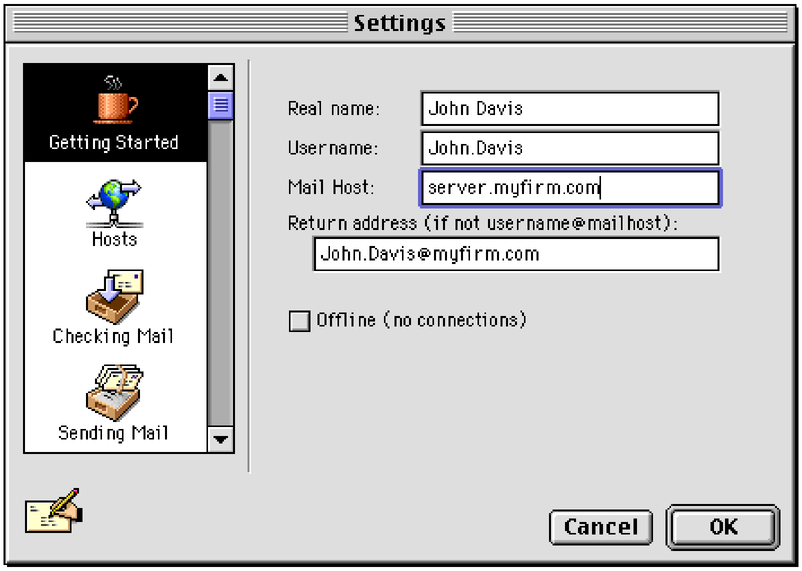
Return address (if not username@mailhost). Enter the return email address that has been assigned to you by your Internet Service Provider or your company's email administrator. This is the address that other people use to send you email.

Sometimes your return address is identical to your incoming email account, which is of the form `username@mailhost`, where `username` and `mailhost` are what you enter in the **Username** and **Mail Host** fields above, for example, `jdavis@curly.myfirm.com`.

However, sometimes your assigned return address is different from `username@mailhost`. For example, your return address may drop the “`curly`” prefix in the mail host name. It may also use, instead of your user name (`jdavis`), a different at-sign prefix, such as “`john.davis`”. This would result in a return address of `john.davis@myfirm.com`, as shown in the sample below.

If your return address is identical to `username@mailhost`, you can leave the **Return address** field blank. However, if your return address is different from `username@mailhost`, you *must* enter your return address in the **Return address** field. Otherwise, you will not receive any replies to your outgoing mail!

Offline (no connections). Check this box if you want to work “offline” in Eudora — that is, if you do not want Eudora to attempt to make any connections while you work. This is useful when you are working on a laptop away from your home or office. In the offline mode, you can compose mail and perform other functions, but you cannot send or receive mail since you will not be connected to your incoming or outgoing mail server. To enable Eudora to send and check mail again, and otherwise communicate with remote servers, uncheck the **Offline** box.



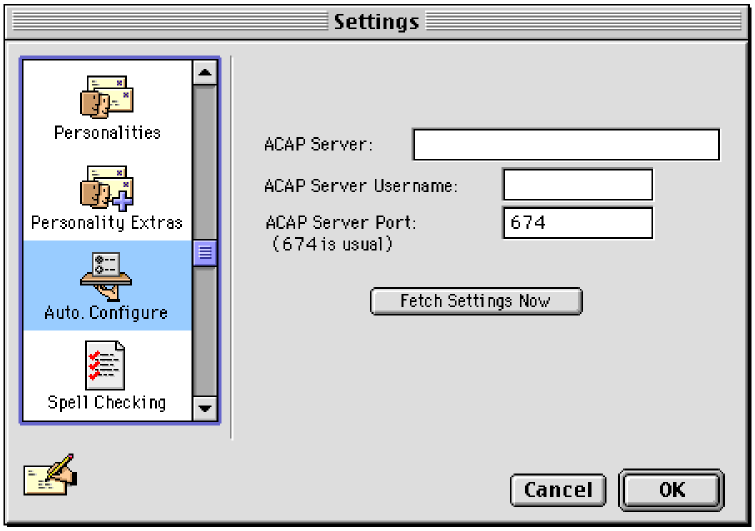
Real name: John Davis
Username: John.Davis
Mail Host: server.myfirm.com
Return address (if not username@mailhost): John.Davis@myfirm.com
☐ Offline (no connections)

Sample filled-in Getting Started Settings

Auto. Configure Settings (Automatic Configuration)

You can instruct Eudora to retrieve settings previously configured from an Application Configuration Access Protocol (ACAP) server. (To get your settings from an ACAP server, make sure you are connected to the Internet.)

To choose the ACAP option, select the **Special>Settings...** command. Scroll through the categories in the Settings dialog and click **Auto. Configure**. The Auto. Configure Settings panel appears.



ACAP Server:

ACAP Server Username:

ACAP Server Port: 674
(674 is usual)

Auto. Configure Settings panel

Enter the following information in the Auto. Configure Settings panel (click **OK** to save the settings when done):

ACAP Server. Enter the name of the ACAP server that contains your settings.

ACAP Server Username. Enter your user name for the ACAP server.

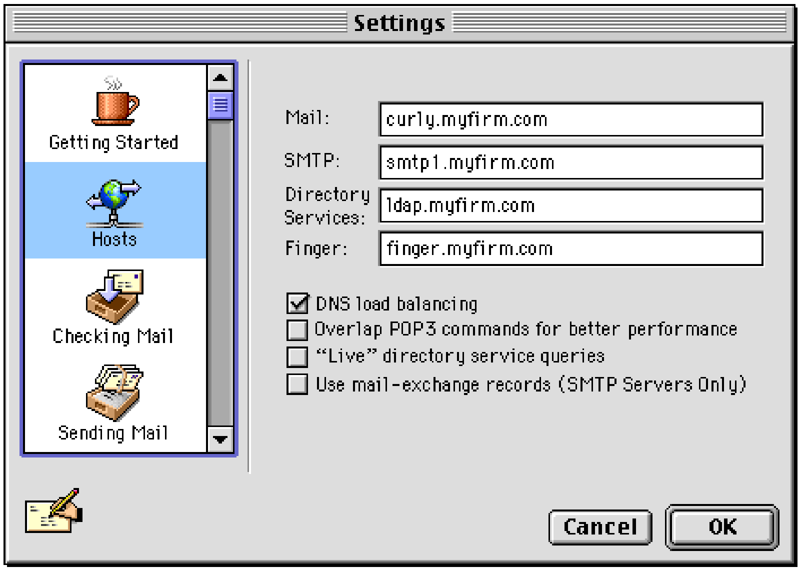
ACAP Server Port. Enter the port number for the ACAP server. Port 674 is the default, and is the usual port for ACAP servers.

To instruct Eudora to get your account settings from the ACAP server, click **Fetch Settings Now**. A dialog appears asking you to enter your password. Enter the password and click **Configure Automatically**.

Hosts Settings

Eudora identifies your incoming mail server by the name you enter in the **Mail Host** field of the Getting Started Settings. However, you also need to tell Eudora the name of your *outgoing* mail server, if a different computer from your incoming server, as well as the names of your directory servers. You enter all these names in the Hosts Settings.

You have to provide basic information about your mail and directory servers before you can send and receive messages or look up information on directories. To do this, select **Special>Settings...** and click the **Hosts** category. The Hosts Settings panel appears.



Mail: curly.myfirm.com
SMTP: smtp1.myfirm.com
Directory Services: ldap.myfirm.com
Finger: finger.myfirm.com

☑ DNS load balancing
☐ Overlap POP3 commands for better performance
☐ “Live” directory service queries
☐ Use mail-exchange records (SMTP Servers Only)

Sample filled-in Hosts Settings panel

Enter the following information in the Hosts Settings panel (click **OK** to save your settings when done):

Mail. This field should contain the name you entered in the **Mail Host** field of the Getting Started Settings. If not, enter the full name of the incoming mail server that receives your incoming email. For example: `curly.myfirm.com`.

SMTP. SMTP stands for Simple Mail Transfer Protocol. All of your outgoing email is handled by your outgoing mail server, which uses the SMTP protocol. (Your incoming mail server, by contrast, uses the POP or IMAP protocol.) If your outgoing mail server (SMTP) resides on the same computer as your incoming mail server (POP or IMAP), then you can leave the SMTP field blank. However, if your outgoing mail server (SMTP) and your incoming mail server (POP or IMAP) are located on different computers, then you must enter the name of your SMTP server (outgoing) in the SMTP field. For example: `smtp1.myfirm.com`.

Directory Services. Enter the name of the server that handles your directory services, for looking up people on the Internet or your local intranet. Examples: `ph.myfirm.com`, `ldap.myfirm.com`. Your Internet Service Provider or your Eudora Email Administrator can provide you with the server names to use for each type of directory service available to you (for example, Ph or LDAP services). To look people up on the Internet or your intranet, you access these names using Eudora’s Directory Services window (**Window>Directory Services**).

Finger. Enter the name of the server that handles the Finger protocol for Internet and intranet lookups. You can obtain this server name from your Internet Service Provider or your Eudora Email Administrator. (You can use Eudora’s Directory Services window to look people up with the Finger protocol.) **Note:** If you leave this field blank, Eudora uses your **SMTP** server as your Finger server.

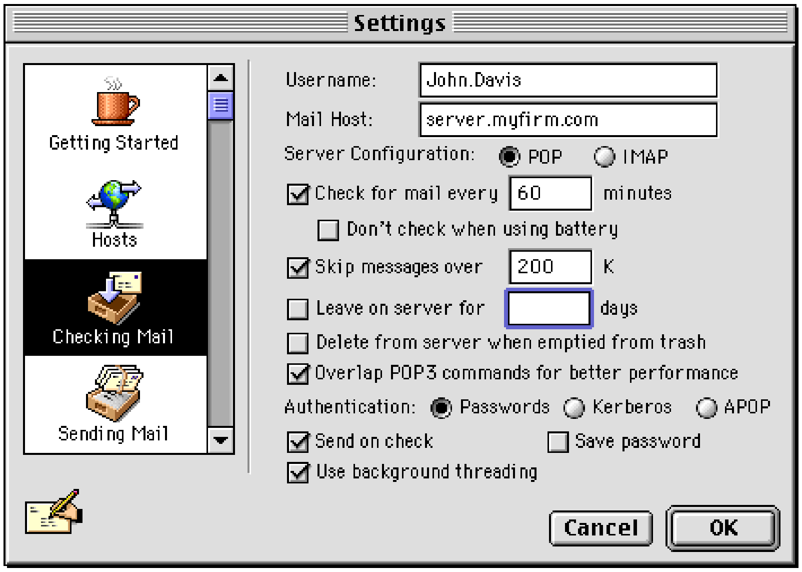
“Live” directory service queries. Check this box if you want your directory services to act on query information automatically. This saves you time when you perform Internet or intranet lookups.

DNS load balancing.
Overlap POP3 commands for better performance.
Use mail-exchange records (SMTP Servers Only).
Consult your ISP or your Eudora Email Administrator for instructions on using these features. For more information on what these features do, see “Hosts” on page 231. Click the page number to display the topic.

Specifying POP or IMAP for the Incoming Mail Server Protocol

As a final step, you need to specify whether your incoming mail server uses the Post Office Protocol (POP) or the Internet Message Access Protocol (IMAP) for receiving and managing your mail. (The latest versions are POP3 and IMAP4.) Check with your Eudora Email Administrator or your Internet Service Provider (ISP) for the proper selection to specify.

1 Select **Special>Settings...** to open the Settings dialog, and click the **Checking Mail** category.



Username: John.Davis
Mail Host: server.myfirm.com
Server Configuration: ● POP ○ IMAP
☑ Check for mail every 60 minutes
☐ Don’t check when using battery
☑ Skip messages over 200 K
☐ Leave on server for days
☐ Delete from server when emptied from trash
☑ Overlap POP3 commands for better performance
Authentication: ● Passwords ○ Kerberos ○ APOP
☑ Send on check ☐ Save password
☑ Use background threading

Sample filled-in Checking Mail Settings (POP server)

2 In the **Server Configuration** field, click **POP** or **IMAP**, depending on which protocol your incoming mail server uses (the default for this field is **POP**). Note that your **Username** and **Mail Host** should be as specified in the Getting Started Settings panel.

3 Some of the fields will change depending on whether you select POP or IMAP. Your Eudora Support Coordinator or your Internet Service Provider will tell you if you need to enter any additional information in the POP-related or IMAP-related fields, such as an **IMAP Mailbox Location Prefix**, if you are using IMAP. If you have been instructed to enter that information, do so now.

4 Now click the **OK** button to save your changes in the Settings dialog.

Note. If you’d like more information on the additional fields of the Checking Mail Settings panel, see “Checking Mail” on page 233. Click the page number to display the topic. If you use POP and you want to learn how to manage your mail on the POP server, see

“Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic. If you use IMAP and you want to learn all about IMAP and how Eudora lets you check, receive, read, respond to, and otherwise manage your mail on the IMAP server, see “Managing Your Mail on the IMAP Server” on page 84. Click the page number to display the topic.

That’s It!

You are now ready to begin using the Eudora Pro Email software! For detailed explanations of all of Eudora’s available functions, see the appropriate chapters in this manual.

If you ever wish to change the settings of your email account, you can do so from the Settings dialog. See “Settings” on page 229. Click the page number to display the topic.

Quitting Eudora

To quit Eudora, select **File>Quit** or press **Command+Q**. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them. See the sections “Queuing a Message to Send Later” on page 63 and “Queuing a Message to Send at a Certain Time” on page 64. Click the page number to display the topic.

The Trash mailbox is emptied if the **Empty Trash on Quit** box is checked in the Miscellaneous Settings (**Special>Settings...>Miscellaneous**).

Registering Your Copy of Eudora

Depending on the software license you have for Eudora, you may be eligible for technical support directly from the Eudora Technical Support group. To receive technical support, you must register your copy of Eudora Pro Email in accordance with the terms defined in your license Agreement. If you have a previous version of Eudora Pro Email, you need to register this new version.

Note. If you are part of a site license, you do not need to register. Contact your organization’s email administrator for support.

If you are eligible for technical support, you are prompted to register after you send the first message with your new version of Eudora Pro Email.

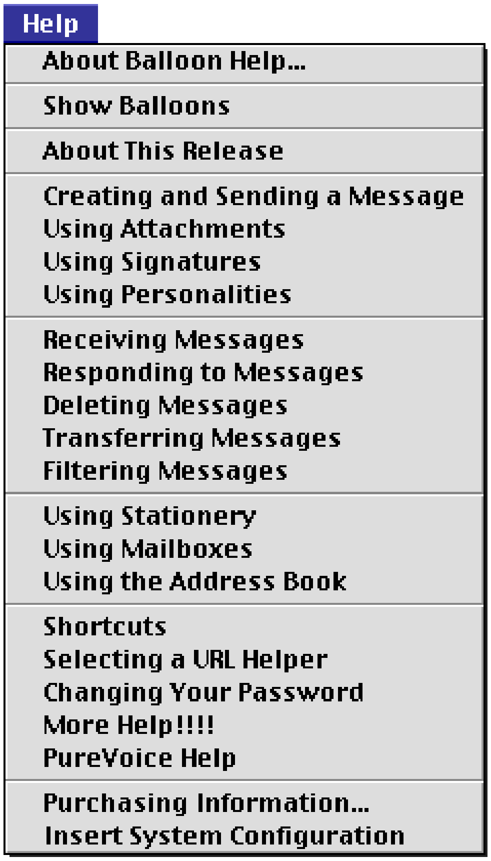
Complete the registration form and click **Register**. The registration is put in the queue in your Out mailbox and is sent the next time you send queued messages.

If you do not want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again. At any time, you can choose **Help>Register Eudora** to display the registration form.

Getting Help

Online Help

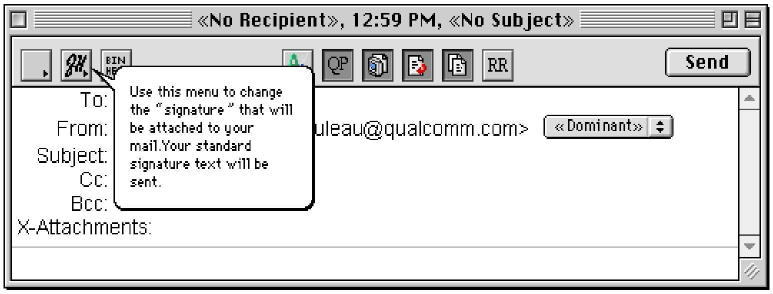
Eudora has a feature that provides quick-reference instructions for accomplishing many of Eudora's operations. To display an Online Help window, select the topic you want from the Eudora **Help** menu.


Help
About Balloon Help...
Show Balloons
About This Release
Creating and Sending a Message
Using Attachments
Using Signatures
Using Personalities
Receiving Messages
Responding to Messages
Deleting Messages
Transferring Messages
Filtering Messages
Using Stationery
Using Mailboxes
Using the Address Book
Shortcuts
Selecting a URL Helper
Changing Your Password
More Help!!!!
PureVoice Help
Purchasing Information...
Insert System Configuration

Eudora Help menu

Note. When sending a message to the Eudora Technical Support group to report a problem (if you are eligible for technical support), or when you send us an email message to report a bug, do the following, after composing your message: Place your cursor at the bottom of your message composition window, below your message, and select **Help>Insert System Configuration**. This inserts your computer's configuration at the bottom of the message. It will help us analyze your problem to determine what might have gone wrong.

Eudora also has extensive Balloon Help. To turn Balloon Help on, select **Help>Show Balloons**. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item.



Use this menu to change the "signature" that will be attached to your mail.Your standard signature text will be sent.

From: uleau@qualcomm.com>

Balloon Help

You can use Balloon Help even when a dialog appears.

To turn Balloon Help off, select **Help>Hide Balloons**.

Note. If you have an extended keyboard with a **Help** key, you can press the key to turn Balloon Help on and off.

Technical Support

If after reviewing all of the available materials—this User Manual, the Quick Start Guide, the README files, the Online Help, and the Balloon Help—you still need help, contact your email administrator (your Internet Service Provider or your company's Eudora Support Coordinator) or the Eudora Technical Support group. If you are eligible for technical support, contact information is provided in the **Help>More Help!!!!** topic, and on the technical support information sheet found inside the retail product box.

You must register your copy of Eudora Pro Email to receive technical support. See "Registering Your Copy of Eudora" on page 25. Click the page number to display the topic.

Also, refer to the Eudora family of products technical support Web site, which includes a Frequently Asked Questions (FAQ) section. Open the following:
`http://www.eudora.com/techsupport`

Creating and Sending Messages

Creating an Outgoing Message

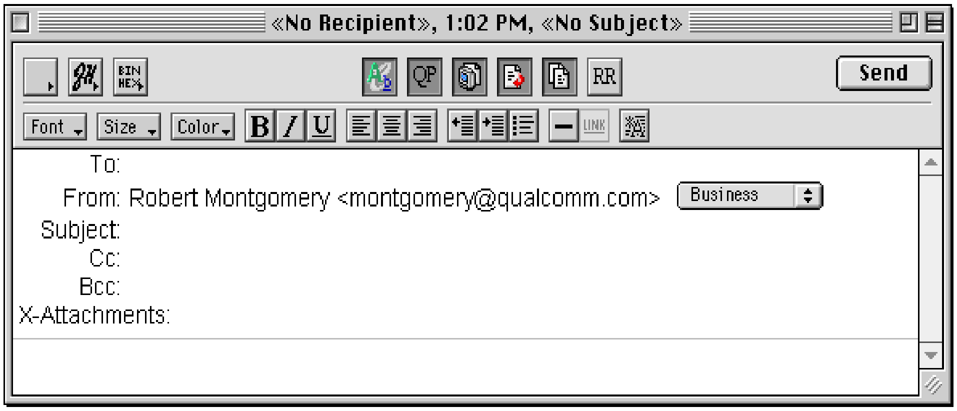
An outgoing message is a message you send to someone else. Here are several ways to create a new outgoing message:

- Select **Message>New Message**.
- Press **Command+N**.
- Click the **New Message** button on the Eudora toolbar.
- If you have multiple personalities (email accounts): Select **Window>Personalities** to open the Personalities window. Double-click on the icon next to the personality of your choice. A new outgoing message is opened, addressed from that personality.
- Drag and drop a document on the Eudora icon.

Following any of the actions above, a new message window appears. This window is called the *composition window*.

Using the Composition Window

The composition window consists of the title bar, the icon bar, the formatting toolbar (for text styles), the message header, and the message body.



«No Recipient», 1:02 PM, «No Subject»

To:
From: Robert Montgomery <montgomery@qualcomm.com> Business
Subject:
Cc:
Bcc:
X-Attachments:

The composition window

Title Bar

The title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

Note. Double-clicking on the title bar opens the mailbox in which the message resides.

Note. Hold down the **Command** key and click on the title in the title bar to open a menu containing the mailbox and/or folder(s) in which the message resides. Selecting the mailbox from that menu to open that mailbox. Selecting a folder opens the Mailboxes window with that folder highlighted.

Icon Bar

The icon bar is a row of button icons displayed just under the title bar. The buttons let you control the priority of your message, override some of your default settings for the current message, apply text styles to the message, and send or queue the message.

The leftmost buttons display popup menus when you click on them, allowing you to make a selection. The middle buttons are on/off buttons that can be turned on or off for the current message by clicking on them: the button looks raised and light when it is off; it looks lowered and dark when it is on. You may also see buttons to enable Eudora plug-ins when you click on them, for example PureVoice. Finally, the Send/Queue button at the far right lets you send or queue the current message. All the buttons are described below.

You can set some of the defaults for the icon bar in the Sending Mail Settings, the Attachments Settings, the Styled Text Settings, and the Personality Extras Settings.

Priority
This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see “Setting the Message Priority” on page 49**.** Click the page number to display the topic.

Signature
This lets you automatically append one of your signatures to the end of this message. For details, see “Using Signatures” on page 46. Click the page number to display the topic.

Attachment Type
This lets you select the encoding format for attachments. For details, see the section “Attaching a File to a Message” on page 55. Click the page number to display the topic.

Text Styles Toolbar
Click this button to show and hide the formatting toolbar, for applying styled text. The insertion point must be in the message area in order for you to use the buttons on the formatting toolbar. For details, see “Formatting Toolbar (Text Styles)” on page 32. Click the page number to display the topic.

Quoted-Printable Encoding
If this is on, quoted-printable encoding is used when sending messages or plain-text attachments that contain either special characters or long lines of text. We recommend that you always leave this button on.

Include Macintosh Information
If this is on, the Macintosh file-type and resources are included in all but Uuencode attachments. For details, see “Attaching a File to a Message” on page 55. Click the page number to display the topic.

Word Wrap
When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Keep Copy
If this is on, Eudora puts a copy of this message in your Out mailbox as soon as you send the message. Eudora keeps this message copy in your Out mailbox until you either delete it or transfer it to another mailbox.

Return Receipt
If this is on, your recipient’s email software returns a message to you notifying you when your recipient has opened your outgoing message. However, for this feature to work, your recipient’s email system must support return receipts. For details, see “Requesting a Return Receipt” on page 49. Click the page number to display the topic.

Plug-ins (Optional)
You may see additional buttons that, when clicked, enable a Eudora plug-in, if that plug-in is installed in your **Eudora Stuff** folder when you start Eudora. For more details, see “Using Eudora Plug-ins” on page 190. Click the page number to display the topic. The example shown is the icon for QUALCOMM’s PureVoice Player-Recorder plug-in.

Send
Queue

Send or **Queue**
Clicking **Send** sends this message immediately. Clicking **Queue** puts this message in a queue (waiting line) in your Out box to be sent later. If the **Immediate send** option is on in the Sending Mail Settings, the button is labeled **Send**. If this option is off, the button is labeled **Queue**. For details, see "Sending or Queuing a Message" on page 63. Click the page number to display the topic.

Formatting Toolbar (Text Styles)

The formatting toolbar, when displayed, appears just under the icon bar. It consists of a series of popup menus and push-button icons that let you apply text styles in the current message.

To show or hide the formatting toolbar in the current message only, click the text styles toolbar icon on the icon bar (see the previous section). To show or hide the formatting toolbar in all outgoing messages by default, turn the **Show formatting toolbar** option on or off in the Styled Text Settings (**Special>Settings...>Styled Text**).

Note. You can't apply text styles to text you type in the header fields.

Font-related popups and buttons generally apply styles to the currently selected text in the message body, or to text typed from the insertion point onward. Paragraph-related buttons apply styles to the paragraph(s) containing the currently selected text or the insertion point.

Click the popup menus to select the text font, size, and color. Click the other buttons to apply their styles and, in some cases, remove the style. The **Link** button requires that text (or a graphic) be selected.

The popup menus and buttons on this toolbar are described below.

Font

Font
Select the font to apply to the selected text or to text typed from the insertion point onward.

Size

Size
Select the text size to apply to the selected text or to text typed from the insertion point onward.

Color

Color
Select the text color to apply to the selected text or to text typed from the insertion point onward.

B

Bold
Click to set the selected text or the insertion point to **bold**. Click again to remove bolding.

Italics
Click to set the selected text or the insertion point to *italic* text. Click again to remove italicizing.

Underline
Click to set the selected text or the insertion point to underlined text. Click again to remove underlining.

Unquote
Click to remove one level of quoting (excerpt bars) from the selected text or the insertion point.

Quote
Click to add one level of quoting (excerpt bars) to the selected text or the insertion point.

Align Left
Click to align the selected or current paragraph to the left of the indent.

Align Center
Click to align the selected or current paragraph to the center of the indent.

Align Right
Click to align the selected or current paragraph to the right of the indent.

Indent Out
Click to remove one level of indent from the selected or current paragraph: both the left and right margins are outdented. Available levels are those in the **Edit>Text>Margins** submenu.

Indent In
Click to indent the selected or current paragraph one level: both the left and right margins are indented in. Available levels are those in the **Edit>Text>Margins** submenu.

Bulleted List
Click to convert the selected text to a bulleted list, or to insert a bullet at the insertion point and begin a bulleted list. Click again to convert the bulleted list to unbulleted paragraphs. Note that the **Send styled mail with HTML** setting must be turned on in the Styled Text Settings in order for you to use this button.

Insert Horizontal Rule
Click to insert a horizontal rule (line) at the position of the insertion point in the message body. The rule may be placed above or below the current line if the cursor shares the line with text. For more details, see “Inserting Objects in Message Text” on page 54. Click the page number to display the topic. Note that the **Send styled mail with HTML** setting must be turned on in the Styled Text Settings in order for you to use this button.

Link to URL
Click to convert the *selected* text or graphic into a highlighted (underlined, all in blue), clickable hyperlink to a URL that you specify. When your recipient clicks on the hyperlink in the received message, he or she is immediately taken to the URL. For more details, see “Inserting Objects in Message Text” on page 54. Click the page number to display the topic. Note that the **Send styled mail with HTML** setting must be turned on in the Styled Text Settings in order for you to use this button. You must also select a text string or an inserted graphic in order for this button to be active.

Completely Plain
Click to remove all formatting from the selected text or the insertion point. All font and paragraph-related formatting is removed and the text is made completely plain. Note that this button does not remove inserted objects such as horizontal rules, graphics, and hyperlinks.

For more information on text styles, see “Formatting Text” on page 50. Click the page number to display the topic.

Message Header

Outgoing mail headers consist of six fields: **To**, **From**, **Subject**, **Cc**, **Bcc**, and **X-Attachments**. Each field is described below. You can directly edit the **To**, **Subject**, **Cc**, and **Bcc** fields. To move the insertion point between these fields, press the Tab key, or click in the desired field with the mouse.

You can change the personality (email account) in the **From** field, from a popup or menu, and you can remove attachments from the **X-Attachments** field.

To

In this field, type the email addresses of your intended recipients, or one or more nicknames you have defined, or some combination of both. (For more on nicknames, see “Using the Address Book and Quick Recipient List” on page 161. Click the page number to display the topic.) Multiple addresses and nicknames must be separated by commas.

From

The information in this field tells your recipients who the message is from. Normally shown are your real name (generally first and last) and either your incoming mail account, or your return address (if it is different from this account). What you see in this field is determined by your entries in the Getting Started Settings or, if you have multiple personalities (multiple user accounts), the Personalities Settings.

Also if you have multiple personalities, a popup menu appears in this field. You can use this popup to change the personality associated with the current message. (You can also do this from the **Message>Change>Personality** submenu.) Changing the personality changes the name-and-address information in this field accordingly. For more details, see “Using Personalities (Multiple Email Accounts)” on page 37. Click the page number to display the topic. Multiple personalities are set up in the Settings dialog, under the **Personalities** and **Personality Extras** categories. See “Personalities” on page 260 and “Personality Extras” on page 262 for more information. Click the page number to display the topic.

Subject

In this field, type some brief text indicating what the message is about. You can leave this field blank if you like, although it is considered a point of email etiquette to include a Subject with each message.

Cc

Cc stands for “carbon copy.” In this field, type the email addresses or nicknames of people you want to send a copy of this message. Multiple addresses and nicknames must be separated by commas. Carbon copies are public copies: everybody who receives your message sees who you put on the Cc line. This field is optional: you can leave it blank if you like.

Bcc

Bcc stands for “blind carbon copy.” In this field, type the email addresses or nicknames of people you want to send a copy of this message in confidence. Multiple addresses and nicknames must be separated by commas. Blind carbon copies are private copies: no one who receives your message sees who you put on the Bcc line—even other Bcc recipients! This field is optional; you can leave it blank if you like.

You can also use the Bcc field to keep a copy of this message in one of your mailboxes. To do this, put the insertion point in the **Bcc** field and select the mailbox from the **Fcc** menu (normally the **Transfer** menu). The name of the mailbox is inserted into the Bcc field, preceded by “ƒ:” and the whole expression is placed in quotes, and when the message is sent, a copy is put in that mailbox. Fcc stands for “folder carbon copy.”

Note. Be careful when sending Bcc copies. A Bcc recipient could inadvertently “reply to all,” revealing to other recipients the fact that he or she received the message from you. When in doubt, opt for a safer alternative, such as Bcc’ing yourself a copy of the message, and then forwarding that copy, after it is received, to your intended Bcc recipient.

X-Attachments

This field displays a list of documents being attached to and sent along with this message. You’ll see an icon and name for each attachment. For instructions on how to add attachments to a message, see “Attaching a File to a Message” on page 55. Click the page number to display the topic. Deleting an attachment from an outgoing message is easy: just click on the attachment name or icon and either press the **Delete** key or select **Edit>Clear**.

This field is blank if you haven’t specified any attachments to be sent with the message.

Message Body

After filling in the header fields, move the insertion point to the space below the message header (press Tab or click in this space). Type the body of the message here. For information about formatting your message text, see the sections “Formatting Text” and “Formatting Toolbar.”

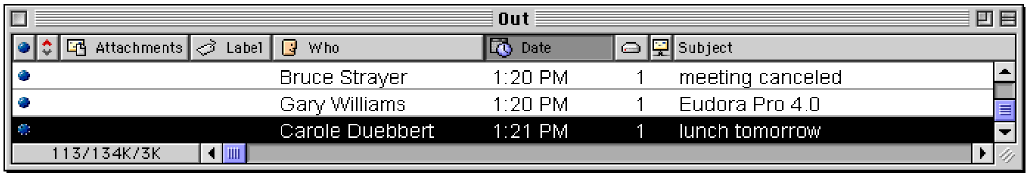
You can insert pictures and horizontal rules (lines) into message text. You can also create clickable links to URLs for your recipients. For more details, see “Inserting Objects in Message Text” on page 54. Click the page number to display the topic.

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message, either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, select **File>Save**. To save all of the outgoing messages that you currently have open, hold down the **Option** key and select **File>Save All**.

Saved messages are put in the Out mailbox, and if at least one recipient is entered in either the **To** or the **Bcc** field, the saved message is shown with a bullet (•) in the Status column. If both the **To** and the **Bcc** fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved but is also ready to be sent or queued.



	Attachments	Label	Who	Date		Subject
●			Bruce Strayer	1:20 PM	1	meeting canceled
●			Gary Williams	1:20 PM	1	Eudora Pro 4.0
●			Carole Duebbert	1:21 PM	1	lunch tomorrow

113/134K/3K

Saved (and sendable) messages in the Out mailbox

You can continue making changes to the message or close it. If you try to close an outgoing message without saving that version of the message, an alert appears asking if your changes should be saved or discarded. If you select **Discard** and the message has never been saved, the message is deleted.

Using Personalities (Multiple Email Accounts)

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for details on the relationship between IMAP personalities and IMAP mail storage. Click the page number to display the topic.

With the explosive growth of email over the past few years, many people now have multiple email accounts. It’s not unusual to have two or three email accounts: one for work, one for home, and one for school, for example.

In Eudora, you can set up a separate “personality” for each email account you have. You can then send and receive email for each of these personalities—work, home, and school, for example—without having to quit and restart Eudora to switch accounts, and without having to switch computers. That is, you can check mail for all your personalities at once, or for selected personalities at once, and you can do the same for sending mail. You can even stagger your automatic mail checks.

You set up personalities by entering information in the **Personalities** and **Personality Extras** categories of the Settings dialog (**Special>Settings...**). You can also access these settings categories from the Personalities window (**Window>Personalities**) by clicking on a new or existing personality and clicking the **Edit** button.

For each new personality you create, you specify the following: personality name, real name, username, mail host, SMTP server, default domain, return address (if different from username@mailhost), checking and sending mail settings, server configuration, authentication method, default stationery, and if you’re not using stationey, default signature. Note that some of these settings are required, and some are optional. For more details, see “Settings” on page 229. Click the page number to display the topic.

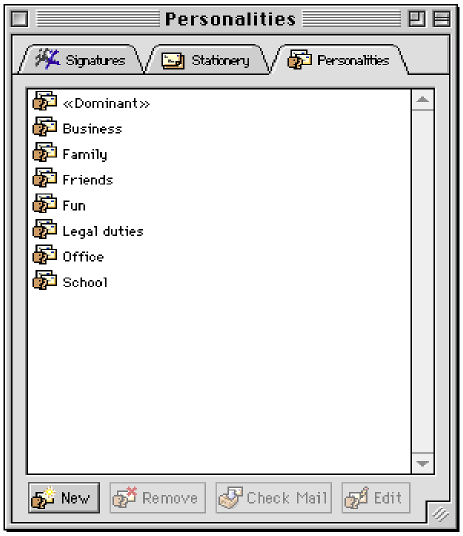
All other settings in the Settings dialog (and elsewhere in Eudora) apply to all personalities. If you change any of those settings, the changes apply to all personalities as well.

Note. You can create multiple personalities for the same user account. To do that, you use a different personality name and just vary some of the information from the first personality: you “clone” the personality and change a few items.

Creating a New Personality

To create a new personality, do the following:

1 Select **Window>Personalities.** The Personalities window appears.



Personalities window

2 Click the **New** button. An untitled personality item appears with the personality icon.

3 In the name box for the new item, type a name for the personality and press **Return**. (If the name box is not already highlighted for editing, click it once. After a short pause, the box is highlighted.)

4 With the personality item still highlighted (click once on the icon if it is not), click the **Edit** button. The Settings dialog appears, showing the Personalities panel.

5 Enter the appropriate information in the dialog. Then, either click **OK**, or click the Personality Extras category in the Settings dialog. Enter additional information for that personality and click **OK**.

For more details on personality settings, see “Personalities” on page 260 and “Personality Extras” on page 262. Click the page number to display the topic.

Note. To create a new outgoing message addressed from your newly created personality, **double-click** on the personality icon in the Personalities window, or click once on the icon and press **Return**. A new composition message window appears, addressed from that personality.

Also, you can also create a new personality directly from the Personalities Settings (**Special>Settings...>Personalities**), by clicking the **New** button in that settings panel, then filling in that panel and the Personality Extras panel. By using this method, you don’t have to open the Personalities window.

Modifying a Personality

To modify a personality, do the following:

1. Select **Window>Personalities**. The Personalities window appears.
2. Click once on the icon of the personality you wish to modify, to highlight it. (You can modify only one personality at a time.)
3. Click the **Edit** button. The Settings dialog appears, showing the Personalities panel for that personality.
4. Make any changes you want, then either click **OK**, or click the Personality Extras category in the Settings dialog, make additional changes for that personality, and click **OK**.

Note. If you want to change other settings, or use a separate set of mailboxes for a personality, see “Putting Multiple Users on One Macintosh” on page 194. Click the page number to display the topic.

Also, to change the name of a personality: Click once on the personality name text in the Personalities window. After a brief pause, the name is highlighted in the edit box. Type the new name and press **Return**.

Deleting a Personality

Note. You cannot delete or rename your *Dominant* personality (defined below).

To delete (remove) a personality, do the following:

1. Select **Window>Personalities**. The Personalities window appears.
2. Click once on the icon of the personality you wish to delete to highlight it. (You can select multiple personalities for deletion if desired.)
3. Click the **Remove** button (or press the **Delete** key).
   A dialog appears asking you if you really want to delete the personality. (A separate dialog appears for each personality you selected to delete.)
4. Click **OK** to delete the personality, or **Cancel** if you change your mind.
   If you click **OK**, the personality is deleted.

Note. Deletion of a personality cannot be undone! When you delete a personality, all messages associated with that personality (both incoming and outgoing) are assigned to your *Dominant* personality (defined below). However, if you recreate a personality with the identical personality name, those messages will be reassigned to the new personality.

Creating a New Message from a Personality

Note. Your *Dominant* personality is your principal email personality. It is the personality Eudora uses whenever you do not specify otherwise. It is also the personality that is associated with all mail stored before you began using multiple personalities.

You use the standard methods for creating a new outgoing message from your Dominant personality: for example, **Message>New Message**.

One easy way to create a new outgoing message from *any* of your personalities, but particularly your alternate (non-Dominant) ones, is this:

1. Select **Window>Personalities** to open the Personalities window.
2. Double-click on the icon for the desired personality (or click once on the icon and press **Return**).

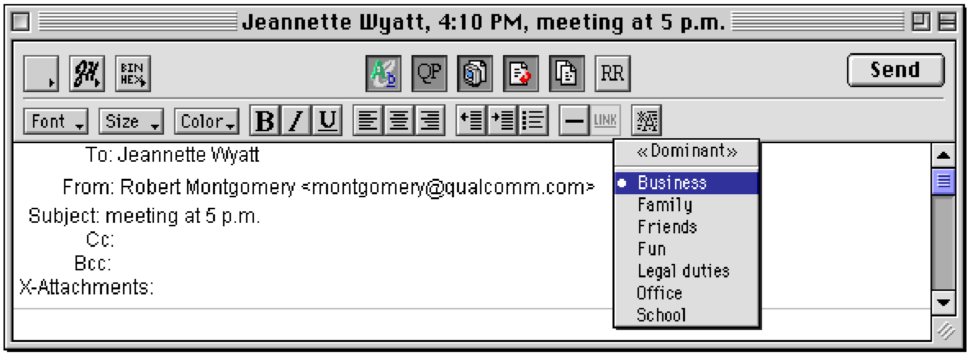
A new composition window is opened that is addressed from that personality.

Other methods appear below.

Changing the Personality of a New Message

To change the personality of a new outgoing message once you have opened it, use one of these three methods:

- Select the new personality from the **Personality** popup in the **From** field of the message header.
- Select the new personality from the **Message>Change>Personality** submenu.
- Open the Personalities window (**Window>Personalities**) and drag the icon for the desired personality onto the composition window.



Jeannette Wyatt, 4:10 PM, meeting at 5 p.m.

To: Jeannette Wyatt
From: Robert Montgomery <montgomery@qualcomm.com>
Subject: meeting at 5 p.m.
Cc:
Bcc:
X-Attachments:

Personality popup in composition window

In any of these methods, the information in the **From** field of the composition window changes to reflect the new personality. This generally consists of the real name and the return email address for that personality.

These methods also provide a way to create a new outgoing message from any of your non-Dominant personalities. Simply open a new message for your Dominant personality using one of the standard methods (e.g., **Message>New Message**), then change the personality to your desired account using one of the personality-change methods above.

For information on how to change the personality associated with an *incoming* message, see “Replying from a Personality” on page 41. Click the page number to display the topic.

Note. The **Message>Change>Personality** submenu and the **From** field **Personality** popup are available only when you have multiple personalities set up. See “Creating a New Personality” on page 38 for more details. Click the page number to display the topic.

Checking Mail for Your Personalities

To check mail for one or more of your personalities, do the following:

1. Select **Window>Personalities** to open the Personalities window.
2. Select the personalities for which you want to check mail.
3. Click the **Check Mail** button at the bottom of the Personalities window.

Eudora checks your mail for all of your selected personalities.

Replying from a Personality

An easy way to reply to a message from a particular personality is as follows:

1. Select **Window>Personalities** to open the Personalities window.
2. Select or open the message you wish to reply to.
3. Drag the selected message summary, or drag the open message by its Tow Truck, into the Personalities window and drop it onto the desired personality item.

A new reply message is created with the address of the selected personality.

Replies and Personalities

When you respond to a message, Eudora assigns your response the same personality under which it received the message. For example, if your Business personality receives a message, your replies to that message are sent from your Business personality.

There are two ways to change the personality of a response. The first is to use the method in “Replying from a Personality” above, or alternately to initiate the response and then change the personality, using one of the three methods described above under “Changing the Personality of a New Message.”

The second way is to change the personality associated with the *original* message to which you are responding. Open that message and change its associated personality using the **Message>Change>Personality** submenu. From then on, all of your replies to that message are sent from the newly assigned personality. Note, however, that there is no visible indication of the new personality in the original message. Your main way to tell of the personality assignment is to initiate a normal reply (**Message>Reply**) and look in the From field.

Here’s an example of how this works: Suppose you have two email personalities, Business that handles business matters, and Legal that handles legal matters. Let’s say your Business personality receives a message that is better handled by your Legal personality. If you initiate a normal reply, the personality in the reply is Business. Change it to Legal using one of the standard personality-change methods (e.g., Personality popup), and now that response is sent from your Legal personality.

But if you go back to the original message you received as Business, open it and change the associated personality to Legal (from the **Message>Change>Personality** submenu), now that message is associated with your Legal personality, and *all* of your replies to that message from now on are sent from your Legal personality.

Note. You can also set up a filter to automatically assign a desired personality to incoming messages that satisfy the filter criteria. See the **Make Personality** action under “Filter Actions” on page 132. Click the page number to display the topic.

Personalities, Signatures, and Stationery

In any new message or reply, the default signature for the selected personality is used, as set in the Personality Extras Settings—but only if you are not using stationery.

If you are using a default stationery file, or if you send or reply to a message with stationery, then the signature stored in the stationery file overrides the default signature for the current personality. Also, stationery from the first personality is replaced with the stationery from the new personality.

No matter what signature gets assigned to the new message or reply when you open or initiate it, you can always override that signature by selecting a signature from the Signature popup in the composition window. For more details, see “Using Signatures” on page 46. Click the page number to display the topic.

For more information on how to use stationery with multiple personalities, see the section “Using Stationery” on page 42. Click the page number to display the topic.

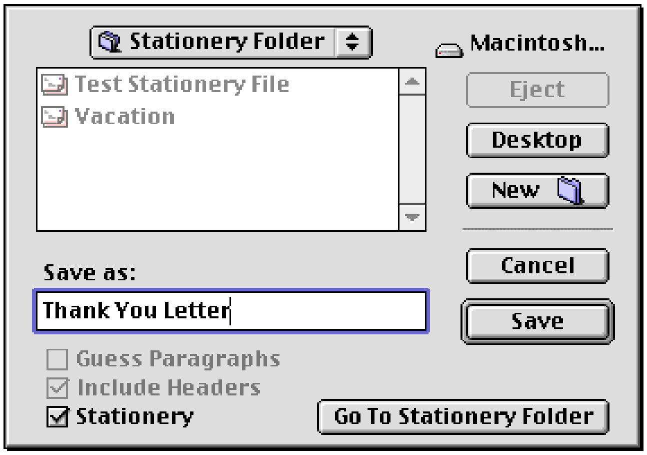
Using Stationery

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to by selecting it from the **Message>New Message With** submenu or the **Message>Reply With** submenu. This way you don’t have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

Creating a Stationery File Using the Save As... Command

To create a stationery file using the **Save As...** command, do the following

1. Open a new message, put the text you want into the message body, and fill in the headers as appropriate (Subject, copies, etc.).
2. Select **File>Save As...** to display the Save As dialog.



Save as: Thank You Letter

☐ Guess Paragraphs
☑ Include Headers
☑ Stationery

Creating a stationery file with the Save As dialog

3 Name the file, and select the **Stationery** option. Click the **Go To Stationery Folder** button (you must keep the file in the Stationery Folder in your Eudora Folder, within your System Folder).

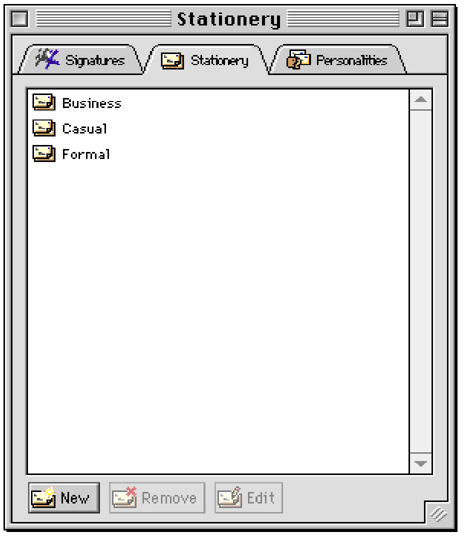
4 Click **Save** to create the stationery file.

Note. You can also create stationery files from messages in your Out mailbox, no matter what their message status (sent, unsent, queued, etc.). Open the Out mailbox, open a message or select one or more message summaries, then select **File>Save...** and follow the procedure above. You may need to edit the resulting stationery file to remove any extraneous headers or other text, if you saved multiple Out box messages. See “Saving a Message to a File” on page 136. Click the page number to display the topic.

Creating a Stationery File from the Stationery Window

To create a new stationery file from the Stationery window, do the following:

1 Select **Window>Stationery**. The Stationery window appears.



Stationery window

2 Click the **New** button.

3 Type a name for the new stationery icon that appears and press **Return**.

4 Click the **Edit** button. A new message window is opened for the stationery file.

5 Enter the header information and/or message body text you want for this stationery.

6 Click the **Save** button in the upper right corner (normally where the Send or Queue button appears in an outgoing message). The stationery file is saved.

7 Close the stationery message window.

Note. After you have created the new stationery file, you can double-click on the stationery's icon in the Stationery window, and a new composition message window appears for you to send a message using this stationery.

Also, to change the stationery in a new outgoing message that's already open, simply drag the desired stationery icon from the Stationery window and drop it onto the open composition window.

Modifying a Stationery File

To modify a stationery file, do the following.

1 Select **Window>Stationery**. The Stationery window appears.

2 Click the stationery icon you want to modify.

3 Click the **Edit** button. The stationery message window appears.

Note. Instead of steps 2 and 3 above you can also hold down the **Option** key and **double-click** the stationery icon.

4 Modify the stationery, editing the headers and/or message body as you desire.

5 Click the **Save** button.

6 Close the stationery message window.

Note. To rename a stationery file, click the name box for the stationery item (in the open Stationery window). After a short pause, the name is highlighted for editing. Type the new name and press **Return**.

Removing a Stationery File

To remove a stationery file, do the following:

Note. Eudora does not prompt you to confirm the removal of a stationery file.

1. Select **Window>Stationery**. The Stationery window appears.
2. Click the icon for the stationery you want to delete.
3. Click the **Remove** button (or press the **Delete** key). The stationery is removed.
4. Close the Stationery window.

Sending or Replying to a Message with a Particular Stationery

To send a message with a particular stationery, select the stationery file from the **Message>New Message With** submenu. A new message composition window appears containing the header and body from the stationery file. You can edit and send this new message just as you would any other message.

To reply to a message with a particular stationery, select the stationery file from the **Message>Reply With** submenu. A new message composition window appears. The stationery header text is incorporated into the reply header text. The stationery body text is inserted below the quoted body text from the original message. You can edit and send this new message just as you would any other message.

Note. Another way to reply using a particular stationery is to drag the message summary from the mailbox window and drop it on an icon in the open Stationery window (**Window>Stationery**). A new reply message is created using that stationery and is composed as described above.

To use a particular stationery file for all of your outgoing messages, select a stationery from the **Stationery** popup in the Composing Mail Settings, for your dominant personality only, or in the Personality Extras Settings, for any of your personalities. Most new messages use this file, unless you create the message with the Redirect or Send Again command or from the New Message With or Reply With submenu. If **None** is selected in the Stationery popup, no default stationery is used for the selected personality.

Note. You must keep your stationery files in the Stationery Folder, located in your Eudora Folder under the System Folder, in order to access these files from the Stationery window, the **New Message With** and **Reply With** submenus, and the **Stationery** popups in the Composing Mail and Personality Extras Settings.

You can also set up a filter to reply with a stationery message. For more details, see the **Reply With** filter action under “Filtering Messages” on page 125. Click the page number to display the topic.

Note. Settings stored in stationery files override most other settings. For example, the signature that was set when the stationery file was saved overrides any default signature you select in the Settings dialog. Stationery-dependent settings appear in the Composing Mail Settings, under the heading **Options when not using stationery**, and in the Personality Extras Settings, where the only such setting is **Signature when not using stationery**. You can, however, use the icons on the icon bar of the new message composition window to override any settings stored with the stationery.

Caution. Be careful when using stationery with multiple personalities. Although stationery settings override most other settings, there is one important exception: If you change the personality of the current message and that results in a default stationery file being applied, then whatever personality is stored in the stationery file is ignored. One way to avoid conflicts is to always do this: when you choose a default stationery file for a personality in the Personality Extras Settings, be sure that the personality saved with the stationery file *matches* the personality for which you are setting the default. The personality saved with the stationery file can be identified by the personality in the Personality popup in the From field of the stationery file window. For more information on multiple personalities, see “Using Personalities (Multiple Email Accounts)” on page 37. Click the page number to display the topic.

Using Signatures

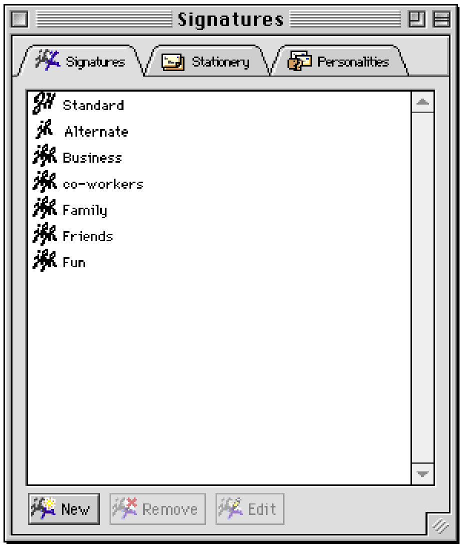
A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You can have as many signatures as you want.

Note. Your signature is normally not displayed in the Eudora message window before your message is sent; however, your recipients see it at the end of your message. There is a way, though, to add a signature so that you can see it in your outgoing message before you send it. See “Including a Signature in Your Message” on page 48 for more details. Click the page number to display the topic.

Creating a Signature

To create a signature, do the following:

1 Select **Window>Signatures.** The Signatures window appears.



Signatures window

2 Click the **New** button.

3 Type a name for the new signature icon that appears and press **Return.** The signature text window appears.

4 In the signature text window, type the text for your signature. When you are finished, close the window. An alert asks if you want to save the changes to the window.

5 Click **Save**. Or, to cancel and return to the text window, click **Cancel**. Or, to close the text window without saving your changes, click **Discard**.

You can add as many signatures as you like.

Modifying a Signature

To modify a signature, do the following:

1 Select **Window>Signatures.** The Signatures window appears.

2 Select the signature you want to modify: click once on its icon.

3 Click the **Edit** button. The signature text window appears.

Note. You can also double-click on the signature icon to open the text window for that signature.

4 Make your changes to the signature. When you are finished, close the window. An alert asks if you want to save your changes.

5 Click **Save** to save the changes and close the window. Or, click **Cancel** to return to the text window. Or, click **Discard** to close the window without saving your changes.

Note. To change the name of a signature: Click once on the signature name text in the Signatures window. After a brief pause, the name is highlighted in the edit box. Type the new name and press **Return**.

Removing a Signature

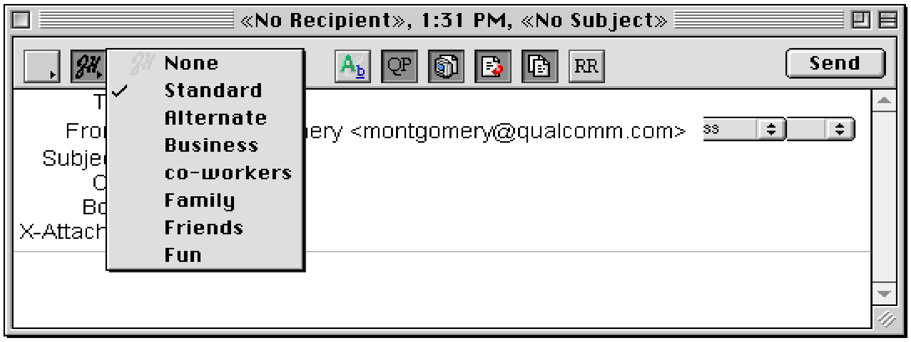
To remove a signature, do the following:

Note. Eudora does not prompt you to confirm the removal of a signature.

1. Select **Window>Signatures.** The Signatures window appears.
2. Click the icon of the signature you want to delete.
3. Click the **Remove** button (or press the **Delete** key). The signature is deleted.

Including a Signature in Your Message

To include a signature in an outgoing message, select the signature you want from the **Signature** popup on the icon bar in the composition window.



Setting the signature for a particular message

To include a particular signature in all of your outgoing messages, select a signature in the Composing Mail Settings (**Special>Settings...>Composing Mail**), for your dominant personality only, or in the Personality Extras Settings (**Special>Settings...>Personality Extras**), for any of your personalities. You can change this for a particular message by selecting a different signature or **None** from the **Signature** popup on the icon bar of the composition window.

Note. If you are using a default stationery file, or if you send or reply to a message with a stationery file, then the signature saved with the stationery file overrides your signature selections in the Composing Mail Settings and the Personality Extras Settings. However, you can override the stationery signature by selecting another signature or **None** from the **Signature** popup on the icon bar of the composition window. For more details on signatures and stationery, see “Using Stationery” on page 42. Click the page number to display the topic.

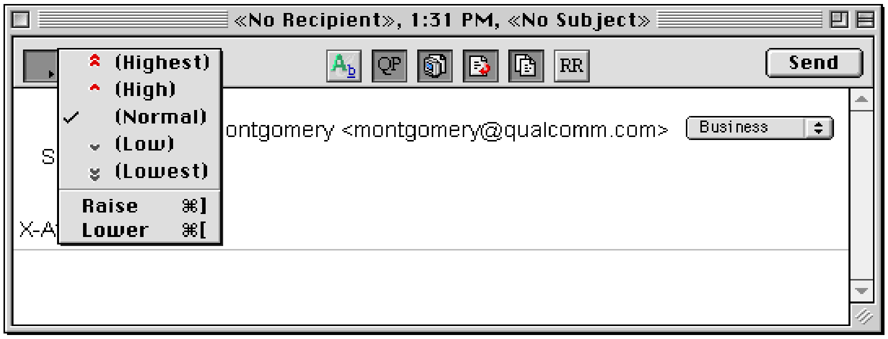
Tip. If you want to be able to see your signature in the outgoing message before you send it, then add the signature this way: Open the Signatures window (**Window>Signatures**) and drag the signature item to the open composition window, dropping it at your desired position in the message. The signature text appears at that position. This is equivalent to cutting and pasting from the signature file. You can drag more than one signature at a time. However, be sure to set the **Signature** popup on the composition window icon bar to **None** for that message, so that no other signatures are sent with the message (these won't be visible to you but they *will* be visible to your recipients).

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients; it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest (expressed as a double-caret—see the figure), 5 being the lowest (expressed as an inverted double-caret). Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 (Normal) is used for messages that have no assigned priorities, and is shown as a blank. The High and Highest priority symbols are red. You can also use Raise or Lower to set the priority one level higher or lower, instead of setting a particular priority level.

New messages are created with the Normal priority. To change the priority of the current message, use the Priority popup on the icon bar of the composition window.



ontgomery <montgomery@qualcomm.com>

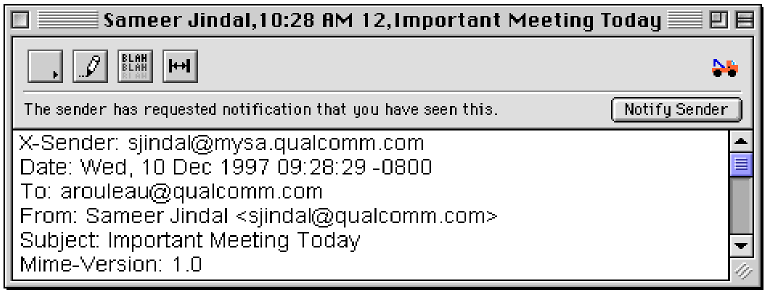
Changing the priority of a message using the Priority popup

Note. To set up Eudora to always use the sender's priority on your replies, turn on the **Copy original's priority to reply** option in the Replying Settings (**Special>Settings...>Replying**). You can always change the priority in the message window.

Requesting a Return Receipt

You can request that your recipients notify you when they have seen your message. To do this, click on the **Return Receipt** icon (**RR**) in the message window.

Your recipients receive a message with a request to notify the sender (you) that they have seen the message. If a recipient clicks on the **Notify Sender** button, you receive a message that tells you when that recipient displayed your message.



Sameer Jindal,10:28 AM 12,Important Meeting Today

The sender has requested notification that you have seen this.

X-Sender: sjindal@mysa.qualcomm.com
Date: Wed, 10 Dec 1997 09:28:29 -0800
To: arouleau@qualcomm.com
From: Sameer Jindal <sjindal@qualcomm.com>
Subject: Important Meeting Today
Mime-Version: 1.0

A request for notification

If you sent yourself a copy of the message, you will or will not see the notification request depending on whether the **Prompt for receipts requested by self** option is turned on or off in the Miscellaneous Settings (**Special>Settings...>Miscellaneous**).

Note. To determine who you are, Eudora uses the “me” nickname, if you create one for yourself. If you do not have a “me” nickname, Eudora uses the contents of the Username, Mail Host, and Return address fields from the Getting Started Settings.

If you receive a message with a request for notification of receipt, you can click on **Notify Sender** to send the notification, or you can just ignore it. To remove the request without sending the notification, hold down the **Option** key and click on **Notify Sender**.

Note. These Return Receipt options may or may not work as described, depending on your recipients’ email software.

Formatting Text

You can use standard text-editing options to format the text of your outgoing messages, text files, and signature files. The formatting is delivered to your recipients using one of two Multipurpose Internet Mail Extensions (MIME) formats: the enriched text format (text/enriched) or the Hypertext Markup Language format (HTML).

Enriched text format lets you compose and send messages with different type fonts, sizes, and colors; bold, italic, and underline highlighting; paragraph alignment and indenting; and more.

HTML is the text formatting standard used on the World Wide Web by Web browsers and newer email applications. Besides allowing you to use enriched text, HTML also lets you create bulleted lists and embed pictures, horizontal lines, and links to URLs (hyperlinks) in your outgoing email messages. You can choose either formatting method via the **Send styled mail with** option in the Styled Text Settings (**Special>Settings...>Styled Text**). Note, however, that the formatting your recipient sees depends on how well their email software supports these standards.

It’s important to keep in mind that you cannot completely control what happens on your recipient’s computer. Depending on the type of computer they are using, their email software, their installed fonts, their settings or preferences, etc., they could end up viewing something slightly or even very different from what you had intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text you did not change appears using your recipient’s default text settings.

The Styled Text Settings let you specify how you want to send and receive styled text as well as the formatting method for outgoing styled mail: enriched text (**text/enriched**) or **HTML**. If the **Ask me each time** option is on, then each time you send or queue a message that contains styled text, you are asked how you want to send the text: plain and styled both, styled only, or plain only. This setting is identical to the **Warn me when I Try to queue a message with styled text** option in the Extra Warnings Settings (**Special>Settings...>Extra Warnings**).

Text in outgoing messages, text files, and signature files can be formatted using the text editing menu commands on the **Edit>Text** submenu. (So can text in incoming messages being edited using the Pencil icon.) Text in outgoing messages can also be formatted using the formatting toolbar. The **Edit>Text** submenu commands are described below. See “Formatting Toolbar (Text Styles)” on page 32 for information on using the formatting toolbar. Click the page number to display the topic.

Text Editing Menu Commands

To format text, use the commands on the **Edit>Text** submenu. If text in the message body is selected, the menu command applies the formatting to that text. If no text is selected but the insertion point is in the message body, then the font-related commands apply the formatting to the next text you type, and the margin-related commands apply the formatting to the current paragraph—the paragraph containing the insertion point.

The formatting options are as follows:

Plain, Bold, Italic, Underline

Make the text plain (the default), **bold**, *italic*, or underlined.

The keyboard shortcuts are, in the same order as above, **Command+T**, **Command+B**, **Command+I**, and **Command+U**.

Completely Plain

Clear all formatting and go back to the default settings. This command is only available if you hold down the **Option** key while displaying the **Edit>Text** submenu. The **Completely Plain** command appears where the **Plain** command normally would. The keyboard shortcut is **Option+Command+T**.

Quote, Unquote

Add (**Quote**) or remove (**Unquote**) one level of excerpt bars (|) to/from the selected or current text. Eudora uses excerpt bars to indicate or “quote” the sender’s original text when you reply to a message. The keyboard shortcuts are **Command+′** for **Quote** and **Option+Command+′** for **Unquote**.

Left, Center, Right

Align the selected or current paragraph to the left, the center, or the right of the current indent.

Margins: Normal

Make the selected or current paragraph’s left and right margins normal or flush with the message window (the default).

Margins: Indent, Indent 2, Indent 3, Indent 4

Make the selected or current paragraph’s left and right margins indented one, two, three, or four levels.

Margins: With Bullets

Note. This command is available only if the **Send styled mail with HTML** option is turned on in the Styled Text Settings.

Convert the selected or current paragraph(s) into a bulleted list, where each paragraph is indented and begins with a bullet. Selecting this command again removes the bullets and returns the text to its prior margin. A checkmark next to this command indicates that the bulleted list formatting is on.

Color

Make the text black, indicated by No Color (the default), or the indicated color. Default color options are Red, Green, Blue, Yellow, and Brown.

Font

Make the text one of the fonts available on your Macintosh by choosing the font from the submenu. Remember that your recipient may not have the same fonts you do.

Size

Make the text very small (Smallest) to very big (Biggest) and sizes in-between. The increase or decrease is based on the next or previous standard point size. The full list of sizes is Smallest, Smaller, Small, Normal, Big, Bigger, and Biggest.

Remember that you are viewing the text based on your default settings, but your recipient’s settings and fonts may be different. For example, if you have a default font size of 10, and you edit your message text to be a bigger size, it would display as 18 points to you, but would display as 24 points for a recipient with a default font size of 14.

Insert Horizontal Rule

Note. This command is available only if the **Send styled mail with HTML** option is turned on in the Styled Text Settings. See “Styled Text” on page 251. Click the page number to display the topic.

Insert a horizontal line in your message text. A horizontal rule is inserted on the line containing the cursor (or on the line immediately below if the cursor is interior to a line of text). This allows attractive formatting of your messages using separators such as appears in web pages.

Insert Graphic...

Note. This command is available only if the **Send styled mail with HTML** option is turned on in the Styled Text Settings.

Insert a graphic in your message. A dialog appears for you to select the graphic that goes into your text. The graphic is inserted into the message body at the insertion point position. You can continue typing text. Once the graphic is inserted in your message, you can drag it to where you want it. When your recipient opens your message, he or she will see the picture right in the message body.

Note. What your recipient sees may depend on whether or not the receiving computer and email software supports the display of pictures embedded in message text.

Link to URL...

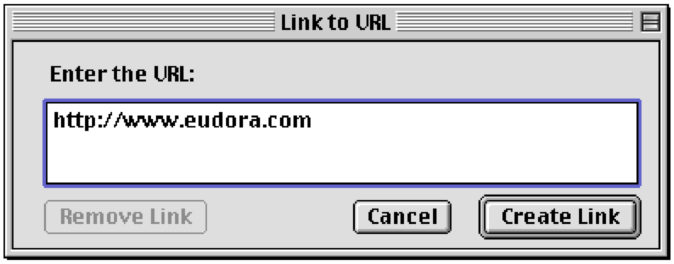
Note. This command is available only if the **Send styled mail with HTML** option is turned on in the Styled Text Settings.

Convert the selected piece of text, or the selected graphic, to a clickable, underlined hyperlink to a URL you specify. When your recipient clicks the link, he or she is immediately taken to the URL.

To create a text or graphic hyperlink, do the following:

1 Type the text you want to link in your outgoing message, then select the text to highlight it. Or, insert a graphic file using the **Edit>Text>Insert Graphic...** command, then highlight the graphic.

2 Select **Edit>Text>Link to URL...** — the Link to URL dialog appears.



Enter the URL: http://www.eudora.com

Link to URL dialog

3 Type the URL you wish to hyperlink the text or graphic to, then click **Create Link**. (To unlink, click **Remove Link**. To cancel the linking function, click **Cancel**.)

The text or graphic is now linked and is highlighted and underlined in the message. When your recipient receives the message, opens it, and clicks on the hyperlink, their default browser or other application opens and goes directly to the URL you specified.

Note. Other protocols such as ftp:, mailto:, ph:, etc. may be linked in this manner.

Other Formatting Options

If you turn on the **Word Wrap** icon in the composition window, you do not need to use carriage returns in the body of your message. When you send the message, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient’s computer.

Also, you can turn Word Wrap on for all messages by default by turning on the **Word wrap** option in the Composing Mail Settings. However, if you’re using stationery, the word wrap setting saved with the stationery file will override the Composing Mail setting. You can always turn on the Word Wrap icon in the composition window to have the “final say.”

To manually wrap text, select the text you want, then select **Edit>Wrap Selection**. To unwrap text, select the text you want, then hold down the **Option** key and select **Edit>Unwrap Selection**.

To copy wrapped text without taking the carriage returns, hold down the **Option** key and select **Edit>Copy & Unwrap**.

To copy wrapped and styled text without taking the carriage returns or styles, hold down the **Shift** and **Option** keys and select **Edit>Copy Without Styles & Unwrap**.

To move text around in your messages or text files, or to move text from other application windows into your Eudora windows, use Copy and Paste or the Macintosh standard Drag and Drop functions. Note that the **Require control key for text/message dragging** option in the Miscellaneous Settings lets you restrict drag-and-drop operations to the use of the **Control** key. Also note that the drag-and-drop options also apply to graphics inserted in messages via the **Edit>Text>Insert Graphic...** command.

Inserting Objects in Message Text

As discussed earlier under “Formatting Text,” when the **Send styled mail with HTML** option is turned on in the Styled Text Settings, you can insert pictures and horizontal rules into messages, and you can create hyperlinks to URLs out of selected pieces of text or selected graphics.

- To insert a horizontal rule in an outgoing message, place the cursor where you want it and either select **Edit>Text>Insert Horizontal Rule** or click the **Insert Horizontal Rule** button on the composition window formatting toolbar. A horizontal line is inserted at the cursor position (or on the line immediately below if the cursor is interior to a line of text).
- To insert a picture in your message, place the cursor where you want the picture, and select **Edit>Text>Insert Graphic...**, then select the graphic file from the dialog. The picture is inserted and your recipient will see it right in the message body when the message is opened. You can drag the picture around, once it’s inserted, and you can type text around it. You can also insert a picture into your message by dragging the graphics file from your desktop into the message body, where you want it.

  Note. With QuickTime version 2.5 or later installed on your Macintosh, you can insert a variety of items into your outgoing messages using the **Insert Graphic...** command (or drag-and-drop). You can insert graphics files in any of these formats: JFIF/JPEG, GIF, TIFF, PNG, BMP (Windows Bitmap), MacPaint, Photoshop, QuickDraw Picture (PICT), QuickDraw GX Picture, QuickTime Image File, Silicon Graphics Image File, and Targa

Image File. You can also insert sounds (e.g., QUALCOMM PureVoice files), movies, and other multimedia content. Eudora comes with QuickTime version 3 installed automatically. Of course, what your recipient sees or hears will depend on the receiving computer, email software, and any installed multimedia software.

- To link a piece of text or a graphic to a URL, select the text or graphic and either select **Edit>Text>Link to URL...** or click the **Link to URL** button on the composition window formatting toolbar. In the dialog that displays, type the URL and click **Create Link**. The text or graphic is linked and underlined. When your recipient clicks on it, he or she is immediately taken to the URL.

Later in this chapter we discuss how to insert a URL in a message (“Including a URL in a Message”). When you type a URL directly in a message, Eudora automatically links the URL (e.g., `<http://www.qualcomm.com>`) to the URL location itself. However, the **Edit>Text>Link to URL...** command lets you link *any* piece of text (or any graphic) to a URL. For example, your message can contain the text “For more information on our products, Click here.” Or, you can have a graphic in your message that is labeled with a product icon and the words “Download our software for free.”

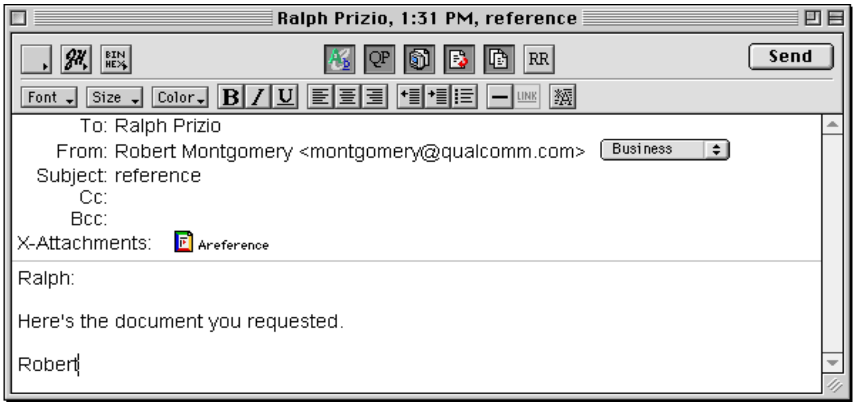
Attaching a File to a Message

Any Macintosh file can be attached to and sent with a Eudora message. An attached document functions like a “rider” to the email message, and does not appear within the message text. Instead, the name of the document and its icon appear automatically in the **X-Attachments** field of the message header.

To attach a file to a current outgoing message, select **Message>Attach Document...** (or press **Command+H**). A standard file dialog appears. Once the desired document is located, select it and click on the **Attach** button to attach the document to the message. You can add as many attachments as you want.

You can also drag one or more files from the desktop onto the message window to attach them. To attach a graphic file, you must drag it above the header divider line, or else it will be inserted in the message body.

Note. Use the **Message>Attach** submenu to attach files created with Eudora plug-ins. See “Using Eudora Plug-ins” on page 190 for details. Click the page number to display the topic.



To: Ralph Prizio
From: Robert Montgomery <montgomery@qualcomm.com>
Subject: reference
Cc:
Bcc:
X-Attachments: Areference

Ralph:

Here's the document you requested.

Robert

An outgoing message with an attached document

To detach a document before the message is sent, select the document in the **X-Attachments** field, then either press the **Delete** key or select **Edit>Clear**.

When the message is sent, if the chosen document is not a plain (ASCII) text file, it is encoded in the selected attachment type. This allows you to send any kind of document through email, even Macintosh applications.

The attachment types include the following:

AppleDouble
This is best for recipients with MIME-compliant email readers, regardless of what operating system they are using. For more information on MIME, see “MIME and Mapping” on page 279. Click the page number to display the topic.

AppleSingle
This works for recipients with MIME-compliant email readers on Macintoshes. Do not use this type if your recipient is using a PC.

BinHex
This is best for recipients on a Macintosh with an email reader that is not MIME-compliant.

Uuencode Data Fork
This is best for recipients using PC or UNIX systems that are not MIME-compliant.

You can select the default encoding method for all outgoing messages in the Attachments Settings (**Special>Settings...>Attachments**). On a message-by-message basis, you can select the encoding method from the **Attachment Type** popup on the icon bar of the message composition window.

If you want to include the Macintosh file-type and resources with an AppleDouble or AppleSingle attachment, be sure the **Include Macintosh Information** icon is checked. This can be important in maintaining the integrity of the file for another Macintosh, but will confuse other operating systems. (You can turn this on by default for all outgoing messages by turning on the **Always include Macintosh information** option in the Attachments Settings.)

If the chosen document is a plain text file, it is not encoded in any special format before being sent, but the **Include Macintosh Information** icon can be used to force the document to be encoded with the chosen encoding.

Sending Attachments to Non-Eudora Users

If you send an attachment to someone who does not use Eudora, the attached file may be included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, BinHex, or Uuencode). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

Inserting the Contents of a Text File into a Message

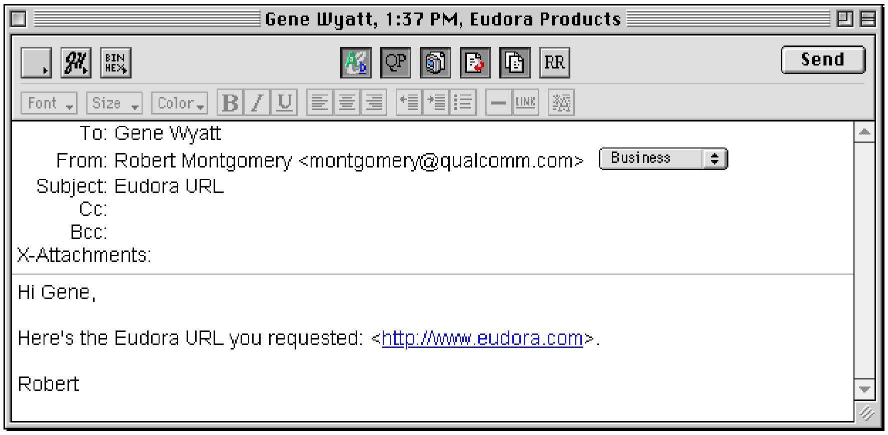
The contents of a text file can be inserted directly into a message (and then edited if desired). To insert a text file into a message, take these steps:

1. Put the insertion point where you want the text inserted.
2. Select the **Message>Attach Document...** command.
3. Select the text file you want.
4. Click the **Insert** button.

The text from the file is inserted into your message, and you can edit it as normal.

Including a URL in a Message

To include an automatically hotlinked URL, or Universal Resource Locator, in an outgoing message, enclose the URL with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's email application can identify the item as a URL. For example: `<http://www.qualcomm.com/eudora>`. The URL is automatically highlighted as an active URL in your message window. The default highlighting is blue underlined text. When your recipient clicks on the URL, he or she is immediately taken to that web site or other location.



To: Gene Wyatt
From: Robert Montgomery <montgomery@qualcomm.com>
Subject: Eudora URL
Cc:
Bcc:
X-Attachments:

Hi Gene,

Here's the Eudora URL you requested: <http://www.eudora.com>.

Robert

A URL in an outgoing message

As discussed earlier under “Inserting Objects in Message Text,” the **Edit>Text>Link to URL...** command lets you link *any* piece of text (or any graphic) to a URL. In that case, when your recipient clicks on the hyperlinked text or graphic, he or she is immediately taken to the URL. Note that you must have the **Send styled mail with HTML** option turned on in the Styled Text Settings in order to be able to use the **Edit>Text>Link to URL...** command.

Checking Your Spelling

Eudora’s Spelling Checker

Eudora includes a built-in spelling checker. It can be used to check for misspellings in outgoing messages, incoming messages, text files, and signature files.

The spelling checker includes a built-in dictionary and also lets you create a custom user dictionary.

You can customize Eudora’s spelling checker to do the following:

- Check your spelling automatically as you type, or only when you request it.
- Ignore words containing initial capitals, mixed capitals (uppercase and lowercase characters), numbers, and all capitals.
- Suggest alternate spellings for misspelled words: that is, suggest words that look like the word you typed, that sound like the word you typed, or that look or sound like the word — or never make suggestions.
- Check outgoing messages for spelling as they are sent or queued — and alert you if the message contains misspellings, so that you can correct them before you send or queue it.

All of these features are described in this section.

Note. Changes to the spelling settings can be made in the Spell Checking Settings panel of the Settings dialog. Select **Special>Settings...>Spell Checking**. See “Custom Settings” on page 61 and “Spell Checking” on page 239. Click the page number to display the topic.

Using the Eudora Automatic Speller

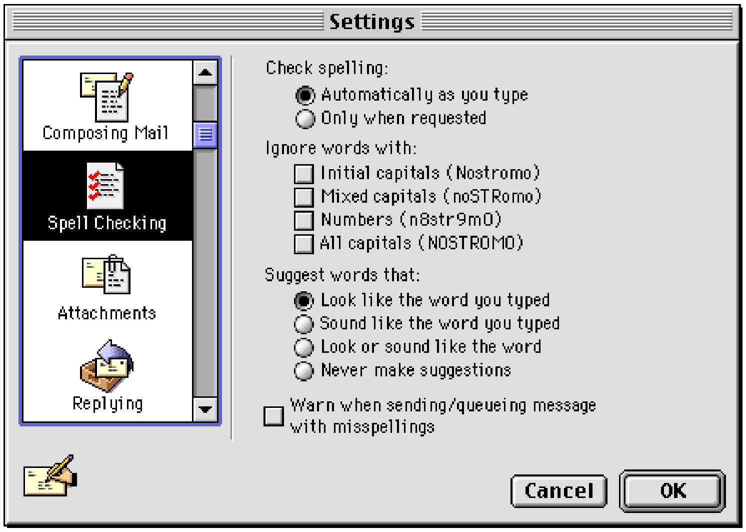
Eudora can indicate misspelled words as you type your message. Misspelled words are both highlighted and underlined in red as you type. You can correct the word now or later, after you finish writing your message.

Before you can use the Eudora Automatic Speller, you need to make sure the **Check spelling: Automatically as you type** is turned on in the Spell Checking dialog.

To turn the automatic speller on, do the following.

1 From the **Special** menu, choose **Settings**.

2 Scroll and select **Spell Checking**. The Spell Checking dialog appears.



Check spelling:
- ● Automatically as you type
- ○ Only when requested

Ignore words with:
- ☐ Initial capitals (Nostromo)
- ☐ Mixed capitals (noSTRomo)
- ☐ Numbers (n8str9m0)
- ☐ All capitals (NOSTROMO)

Suggest words that:
- ● Look like the word you typed
- ○ Sound like the word you typed
- ○ Look or sound like the word
- ○ Never make suggestions

☐ Warn when sending/queueing message with misspellings

Spell Checking dialog

3 Select **Automatically as you type**.

4 Click **OK**. Your automatic speller should be on.

To Check Your Spelling

1 In an open message window, text file, or signature file in Eudora, select **Edit>Spelling>Check Spelling**, or press **Command+6**. Or, click the **Check Spelling** button in the main toolbar.

Eudora scans your entire message (including the Subject line of outgoing messages), or the selected text, and highlights all the misspelled words in red text and with a red underline.

2 Double-click on a highlighted word or place the insertion point anywhere in the word to select it. Now either display the **Edit>Spelling** submenu, or hold down the **Control** key and press the mouse button down on the highlighted word to raise the spelling context popup menu. The submenu and the context popup menu each list Eudora's suggestions for the correct spelling of the misspelled or unknown word.

Note. The Control key works only if the Contextual Menu Manager is installed, which is included in Mac OS 8.5.

3 Choose your preferred spelling from the submenu or the context popup menu. Or, select **Add to Dictionary** from the submenu or the context popup menu (or press **Shift+Option+Command+6**) to add the new word to your custom user dictionary.

4 Go through the message or selection and correct each highlighted word, as desired, until you are finished. To proceed through the message, either double-click on the next highlighted word, or select **Find Next Misspelling** from the **Edit>Spelling** submenu or the **Control** key context popup menu, or press **Option+Command+6**.

Notes

- The spelling checker ignores any text that is preceded by a quote mark, which is normally an excerpt bar, also called a sidebar (|), but which in older versions of Eudora can also be an angle-bracket (>) for unstyled text. Eudora assumes that this quoted text was originally from another message, and therefore does not need to be spell-checked.
- The red-and-underline highlighting is not a style. It is a visual cue for you only, and is removed from the message when you send it or close it. It will not affect any other styles in your message.
- To correct a word marked as misspelled, you can place the cursor anywhere inside the word and then display the **Edit>Spelling** submenu or the **Control** key context popup menu. You do not have to double-click the word.
- If Eudora has no suggestions for the correct spelling of a misspelled word in any of its spelling dictionaries, then suggestions are not listed on the **Edit>Spelling** submenu or the **Control** key context popup menu. Suggestions are also not listed if the **Never make suggestions** option is turned on in the Spell Checking Settings (**Special>Settings...>Spell Checking**).
- To add any new word or variant spelling to your custom user dictionary, double-click the word to highlight it, and then select **Add to Dictionary** from the **Edit>Spelling** submenu or the **Control** key context popup menu, or press **Shift+Option+Command+6**.
- To remove any word from your custom user dictionary, select the word (double-click) and select **Remove from Dictionary** from either the **Edit>Spelling** submenu or the **Control** key context popup menu. (You can remove a word from Eudora's built-in spelling dictionary, but you must spell-check the message or file first.)

Spell-Checking on Send or Queue

To set up Eudora to check the spelling in a message when you send or queue it, do the following:

1. Select **Special>Settings...>Spell Checking**.
2. Turn on the **Warn when sending/queuing message with misspellings** option.
3. Click **OK** to save your setting and close the Settings dialog.

If the **Warn when sending/queuing message with misspellings** option is on, then when you send or queue a message, the message is checked for spelling errors. If misspellings are found, the errors are highlighted in red-and-underline, and an alert appears, giving you a choice of either sending the message as is (with the errors), or correcting the errors before sending.

To send the message as is, with the spelling errors, click **Send Anyway** in the alert. To correct the spelling errors, click **Cancel**, fix the errors as described above under “To Check Your Spelling,” and send the message again. The alert will continue to display until all spelling errors are corrected.

Custom Settings

To customize Eudora’s built-in spelling checker to your needs, open the Settings dialog (**Special>Settings...**) and click the **Spell Checking** category. Configure the settings as follows (for more information, see “Spell Checking” on page 239. Click the page number to display the topic.):

- Under **Check spelling**, select **Automatically as you type** to cause Eudora to check your spelling as you are typing within a message, text file, or signature file. Select **Only when requested** to cause Eudora to check your spelling only when you select **Edit>Spelling>Check Spelling** or the shortcut or toolbar button—or when you send or queue the message, if you have the **Warn when sending/queuing message with misspellings** option turned on (last item in this list).
- Under **Ignore words with**, turn on **Initial capitals (Nostromo)** to cause the spelling checker to ignore any word that starts with a capital letter, such as a proper noun.
- Turn on **Mixed capitals (noSTRomo)** to cause the spelling checker to ignore any word that contains a mixture of uppercase and lowercase characters.
- Turn on **Numbers (n8str9m0)** to cause the spelling checker to ignore any word that contains a number.
- Turn on **All capitals (NOSTROMO)** to cause the spelling checker to ignore any word that contains all capital letters, such as acronyms.
- Under **Suggest words that**, turn on **Look like the word you typed** to cause the spelling checker to suggest alternate spellings that are typographically similar to the misspelled word.
- Turn on **Sound like the word you typed** to cause the spelling checker to suggest alternate spellings that are phonetically similar to the misspelled word.
- Turn on **Look or sound like the word** to cause the spelling checker to suggest both look-alike and sound-alike alternate spellings of the misspelled word.
- Turn on **Never make suggestions** if you don’t want the spelling checker to ever make suggestions for the correct spelling of a misspelled word.

- As described further under “Spell-Checking on Send or Queue” above, turn on **Warn when sending/queuing message with misspellings** to have Eudora check the spelling of a message when you send or queue it.

Adding Custom User Dictionaries

To add a custom user dictionary for use with Eudora’s built-in spelling checker, simply drop it into one of your Spelling Dictionaries folders.

When you install Eudora, Eudora creates a Spelling Dictionaries folder in your Eudora Stuff folder, under your Eudora Pro Application Folder. Your custom user dictionaries are normally kept in this folder when you create them. However, you can also create a Spelling Dictionaries folder in your Eudora Folder, under your System Folder. If you create such a folder, then Eudora will put your newly created customer user dictionaries there. You can also add new dictionaries to that folder.

Note. If you do create a Spelling Dictionaries folder in your System folder Eudora Folder, be sure to move your User Dictionary and User Anti-Dictionary into that folder. Always keep these two dictionaries in the Spelling Dictionaries folder you are currently using.

A dictionary is just a list of words in a text file, one word per line. You can create such a dictionary file yourself, using a text editor.

Eudora considers all of the dictionaries in your current Spelling Dictionaries folder — including your User Dictionary, your User Anti-Dictionary, and all of your custom dictionary files — as one big dictionary.

Note to Spellswell Users

Pre-4.1 versions of Eudora Pro came with the Spellswell 7 Spelling Checker by Working Software, Inc. Users who still have Spellswell from these earlier Eudora versions can continue to use Spellswell to check their spelling. In fact, you can use Spellswell or Eudora’s built-in spelling checker at any time: each is invoked in a different way.

Spellswell is invoked by selecting **Edit>Check Spelling** or pressing **Command+7**. If there is no Check Spelling command directly under the Edit menu, take the following steps to add the command to the menu (to be used only by Spellswell):

1. Select **Edit>Add Word Service...** to display a dialog instructing you to choose a Word Services application.
2. Browse through the dialog and find the Spellswell application on your hard drive.
3. Double-click on the Spellswell application. Or, click once on it to highlight it, and then click **Open**.

The **Check Spelling** command (shortcut **Command+7**) now appears directly under your Edit menu. Note that even though this command is named identically to the **Check Spelling** command under the **Edit>Spelling** submenu (shortcut **Command+6**), their functions are different. **Edit>Check Spelling** invokes Spellswell, and **Edit>Spelling>Check Spelling** invokes Eudora’s built-in spelling checker.

Also note that Eudora’s Spell Checking Settings (**Special>Settings...>Spell Checking**) apply only to the built-in spelling checker, and not to Spellswell. The spelling dictionaries in your Spelling Dictionaries folder (normally under Eudora Stuff in your Eudora Pro Application Folder, or in your System folder Eudora Folder if you’ve created one there) apply only to the built-in spelling checker and not to Spellswell. Spellswell has its own user dictionary.

For more information on Spellswell, see the Eudora and Spellswell documentation that came with your earlier version of Eudora.

Sending or Queuing a Message

After you compose a message, you can send it immediately, or put it in a queue (waiting list) to be sent some time later or at a specified time.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is turned on in the Sending Mail Settings (**Special>Settings...>Sending Mail**).

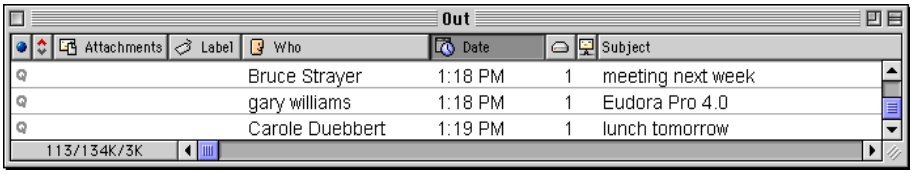
To send the current message, click the **Send** button in the upper right corner of the composition window, or select **Message>Send Immediately** (**Command+E**).

If you have the **Immediate send** option turned on, but want to put the current message in the queue, hold down the **Option** key and click the **Send** button. The **Change Queuing** dialog appears and you can set detailed instructions. For more details, see “Queuing a Message to Send at a Certain Time” on page 64. Click the page number to display the topic.

Queuing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is turned *off* in the Sending Mail Settings (**Special>Settings...>Sending Mail**).

To put the current message in the queue, click on the **Queue** button or select **Message>Queue For Delivery** (**Command+E**). The message window is closed (if it was open) and the message is saved in the Out mailbox marked Q (meaning it’s ready to be delivered).



		Attachments	Label	Who	Date			Subject
Q				Bruce Strayer	1:18 PM	1		meeting next week
Q				gary williams	1:18 PM	1		Eudora Pro 4.0
Q				Carole Duebbert	1:19 PM	1		lunch tomorrow

Queued messages in the Out mailbox

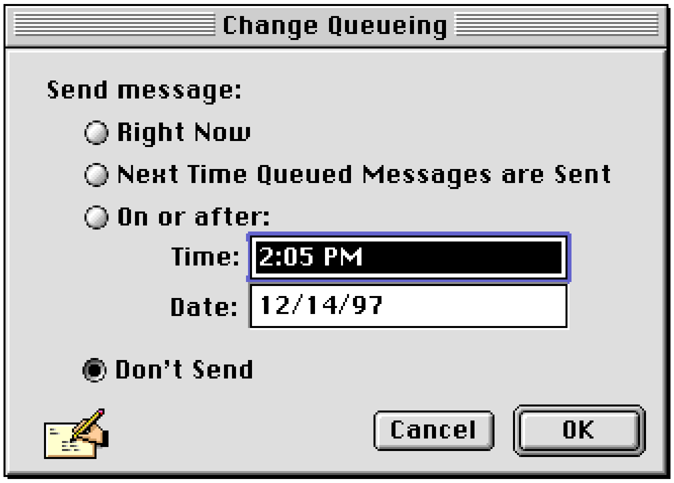
To send all of your queued messages, select **File>Send Queued Messages.** The Task Progress window appears momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option turned off, but want to send a message immediately, hold down the **Option** key and click on the **Queue** button. The **Change Queuing** dialog appears, and you can select the **Send message Right Now** option.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with messages queued to be sent. To do this, turn on those options in the Extra Warnings Settings (**Special>Settings...>Extra Warnings**).

Queuing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, select **Message>Change>Queuing...** to display the **Change Queuing** dialog.



Change Queueing

Send message:

○ Right Now
○ Next Time Queued Messages are Sent
○ On or after:
Time: 2:05 PM
Date: 12/14/97

● Don't Send

The Change Queuing dialog

If you choose **Right Now**, the message is sent as soon as you click **OK**. If you choose **Next Time Queued Messages are Sent**, the message is sent the next time queued messages are sent, such as via the **File>Send Queued Messages** command.

If you choose **On or after**, you can use the **Time** and **Date** fields to fill in the time and date you want the message to be sent. The message is saved in the Out mailbox showing a clock icon in the Status column, and is sent when the specified time arrives.

Note. For the message to be sent at the specified time, Eudora must be running at that time. If not, then the message is sent the first time Eudora is started after the specified time has passed.

If you choose **Don't Send** for a message that has never been queued, nothing happens. If the message has already been queued, the message status is changed from Queued (Q) to Sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Editing a Queued Message

To edit a queued message:

1. Open the Out mailbox.
2. Double-click on the message summary for the queued message you want to edit. This opens the message.
3. Make your changes and save them with **File>Save** (**Command+S**), then close the message.

The message is returned to the Out mailbox and remains at the Queued status.

Note. If you close the changed message without saving it, an alert asks you if you want to save or discard your changes.

Taking a Message Out of the Queue

A message that is queued but not yet sent can be unqueued:

1. Open the Out mailbox.
2. Select the desired message summary.
3. Select **Message>Change>Queuing...** to display the **Change Queuing** dialog.
4. Click **Don't Send**, then click **OK**.

This changes the message status from Queued (Q) to Sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option is turned on in the Sending Mail Settings (**Special>Settings...>Sending Mail**), then every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the server (POP server only), hold down the **Option** key and select the **File>Send Messages Specially...** command. The **Mail Transfer Options** dialog appears. Set the options you want and click **OK**. All the actions you have requested are completed. For details, see “Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic.

Creating SMTP Authentication

Note. This feature should be used by only system administrators and experienced user.

In Eudora, you can set authentication when gaining access to an SMTP server when sending mail by using your account username.

To set a required authentication for your SMTP server, do the following.

1. From the **Message** menu, choose **New**. A new message window opens.
2. In the body of the message, type in **<x-eudora-setting:264=y>**. The text you just entered becomes an active link.
3. Double-click on the text. A dialog box appears.
4. A **y** should appear in the text box. If not, type one in.
5. Click **Set Setting**.
6. From the **Special** menu, choose **Settings**. Then choose **Hosts**. The Host Settings dialog appears.
7. In the **SMTP** field, enter the name of SMTP server, for example `smtp.myfirm.com`
8. Click OK. Eudora will use your POP account username to authenticate to the SMTP server.

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages:

- To keep a copy of every outgoing message in the Out mailbox, turn on the **Keep copies of outgoing mail** option in the Sending Mail Settings (**Special>Settings...>Sending Mail**).
- To keep a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the icon bar.
- To keep a copy of the current outgoing message in a particular mailbox, put the insertion point in the **Bcc** field of the message and select the mailbox from the **Fcc** menu (normally the Transfer menu).

In all of these cases, when the message is sent, a copy of the message is put in the specified mailbox with a checkmark (✓) in the Status column, indicating that the message has been sent.

If none of these options are used, a copy of the outgoing message is put into the Trash mailbox after the message has been sent.

Note. You can also set up a filter to save copies of outgoing messages in particular mailboxes based on information contained in the message. See the **Copy To** action under "Filter Actions" on page 132. Click the page number to display the topic.

Receiving and Responding to Messages

Checking for Incoming Mail

The incoming server is where your mail is received and stored until it is transferred by Eudora to your Macintosh. You can use multiple incoming personalities with Eudora. Your main incoming account, or dominant personality, is specified in the Getting Started Settings, and additional incoming personalities are specified in the Personalities Settings, with supplementary material in the Personality Extras Settings.

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on how to check mail from an IMAP server. Click the page number to display the topic.

There are two ways to check your incoming server and transfer mail to your Macintosh: automatically and manually. These are described in the sections below.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see “Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic.

Note. When you check mail, either automatically or manually, the progress window shows the name of the personality for which mail is currently being checked.

Checking for Mail Automatically

To set up Eudora to automatically check your incoming account(s) and transfer new mail, select **Special>Settings...** to open the Settings dialog, and click on the **Checking Mail** category. Turn on the **Check for mail every ? minutes** option, and enter the number of minutes that you want between mail checks. This controls your dominant account. If you are using multiple personalities, click on the **Personalities** category in the Settings dialog, and for each personality you want to be automatically checked, turn on the **Check for mail every ? minutes** option and enter the number of minutes between mail checks for that personality.

Note. Fifteen minutes is a good minimum interval: checking mail more often than that puts an unnecessary load on your incoming server. If the text field is empty or is set to 0, mail is not automatically checked.

If automatic checking is set, the **Check Mail** command under the File menu displays the next time that an automatic check is scheduled to occur.

Checking for Mail Manually

You can manually check for new mail at any time using any of these methods:

- Select **File>Check Mail**.
- Press **Command+M**.

- Click the **Check Mail** button on the main toolbar.
- Select **Window>Personalities** to open the Personalities window, then click on one or more personalities to select them, and click the **Check Mail** button.

In the first three methods, any personality that has the **Check mail on manual checks** option turned on in the Personalities Settings is checked. In the fourth method, any *selected* personality is checked.

If you have not successfully entered your password since opening the Eudora program, you are prompted for it, for each account being checked.

The Task Progress window is momentarily displayed, indicating that an attempt to reach your incoming account is being made, and showing the personality name for each incoming account being checked. At the end of the mail check (barring errors), the Task Progress window is closed.

Stopping a Mail Check

To stop a mail check in the middle, use one of these three methods:

- Click the **Stop** button in the Task Progress window.
- Press the **Escape** key (**Esc**).
- Press **Command+.** (period).

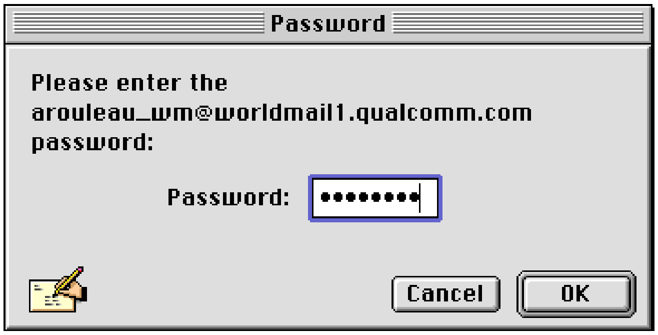
Using Your Password

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on checking mail from an IMAP server. Click the page number to display the topic.

Each time you open Eudora and check mail for the first time, you need to enter a password for each incoming account that you have, for which mail is being checked. This password is required by the incoming server before it transfers your mail, so that no one else can get your mail from the server.

Note. This does not protect your mail once it is on your Macintosh. Unless a message has been sent with some type of security, it is in plain-text format, which many applications can read. If you are interested in securing your Eudora messages on your Macintosh, you may want to consider a disk driver that can encrypt hard disk data.

If you need to enter a password, the Password dialog appears. Type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.



Please enter the
arouleau_wm@worldmail1.qualcomm.com
password:

Password: ••••••••

Entering your password

Note. Your incoming account password is case-sensitive, so the uppercase and lowercase characters must be typed in using the exact case. Be sure the Caps Lock key is off.

If your password is rejected, an error message appears indicating that you have entered the wrong password. Select **File>Check Mail** to redisplay the Password dialog.

As long as Eudora is running, it remembers all of your passwords. If you do not want it to remember (if, for example, you are away from your Macintosh), select **Special>Forget Password.** The next time you check mail for any account, you are prompted for your password again.

If you want Eudora to forget the passwords for only certain multiple personalities, open the Personalities window (**Window>Personalities**), select the desired personalities, and select **Special>Forget Password for Selected Personalities**. Only these passwords are forgotten.

You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again, even if you quit and restart Eudora. You only want to do this if your Macintosh is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the Checking Mail Settings (**Special>Settings...>Checking Mail**).

Changing Your Password

To change the password for your dominant account only, select **Special>Change Password...** and follow the instructions below.

To change the password for any one or more of your personalities, open the Personalities window (**Window>Personalities**), select the desired personalities, and select the **Special>Change Password for Selected Personalities...** command.

For your dominant account in the first case, or for each selected personality in the second case, you are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

Note. This works only if the incoming server is running a compatible password-change server. For information about these servers, see “Sources” on page 273. Click the page number to display the topic.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some servers require at least one number or symbol in your password, and you may want to include such items even if they are not required. Make your password as hard as possible for others to guess!

Receiving New Mail

Note. IMAP users: “Managing Your Mail on the IMAP Server” on page 84 for more details on receiving and responding to mail from an IMAP server. Click the page number to display the topic.

When Eudora does a mail check (automatic or manual), you can be notified of new mail in any combination of the following ways:

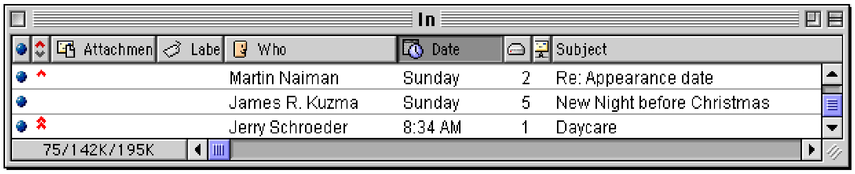
- An alert dialog
- A flashing mail icon in the menu bar
- The opening of the mailboxes into which new mail is delivered
- A special “New Mail” sound

You can turn each of these options on or off in the Getting Attention Settings (**Special>Settings...>Getting Attention**).

When you receive notice that new mail has arrived, select Eudora from the applications menu on your Macintosh. Mail usually arrives in the **In** mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, open it using one of these methods:

- Select **Mailbox>In**.
- Press **Command+1**.
- Click the **In** button on the main toolbar.

Messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a blue bullet (●) in the Status column of the message summary.



●	⇕	Attachmen	Labe	Who	Date			Subject
●	↑			Martin Naiman	Sunday	2		Re: Appearance date
●				James R. Kuzma	Sunday	5		New Night before Christmas
●	⇈			Jerry Schroeder	8:34 AM	1		Daycare

75/142K/195K

Unread messages in the In mailbox

To open a message, do any one of the following:

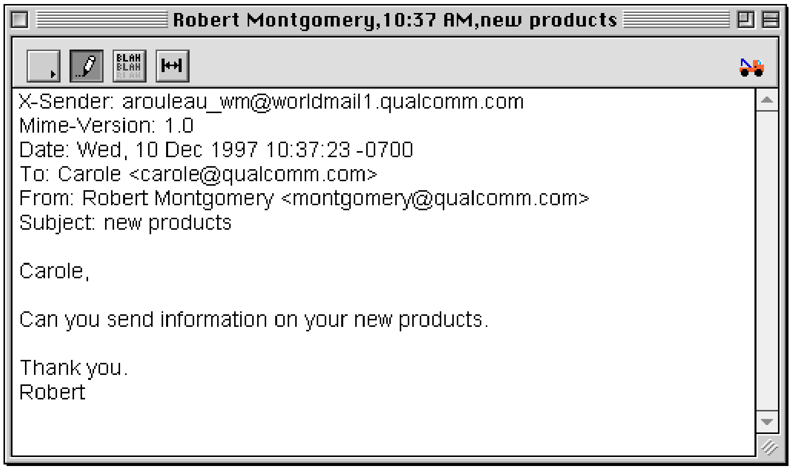
- **Double-click** anywhere on the message summary.
- Click once on the message summary and press **Return**.
- Click once on the message summary and select **File>Open Selection**.

You can also view the message in the message preview pane (if it is visible) at the bottom of the mailbox window while the message summary is highlighted. For more information, see “The Message Preview Pane” on page 115. Click the page number to display the topic. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

The Incoming Message Window

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on how to view incoming mail from an IMAP server. Click the page number to display the topic.

To open an incoming message, **double-click** on its message summary in a mailbox window, or, if the message summary is current (highlighted), select **File>Open Selection** or press **Return**.



X-Sender: arouleau_wm@worldmail1.qualcomm.com
Mime-Version: 1.0
Date: Wed, 10 Dec 1997 10:37:23 -0700
To: Carole <carole@qualcomm.com>
From: Robert Montgomery <montgomery@qualcomm.com>
Subject: new products

Carole,

Can you send information on your new products.

Thank you.
Robert

An incoming message window

Note. You can also view the message in the message preview pane of the mailbox window. See “Working with Mailboxes” on page 109 for more details. Click the page number to display the topic.

The incoming message window consists of the title bar, the icon bar, the headers, and the message body.

Title Bar

The title bar provides information about the message, including the name of the sender, the time and date the message was sent, and the message subject.

Note. If you hold down the **Command** key and click on the title area in the title bar, a popup menu appears that lets you select the mailbox or mail folder containing the message. Selecting the mailbox opens that mailbox; selecting a folder opens the Mailboxes window and highlights that folder.

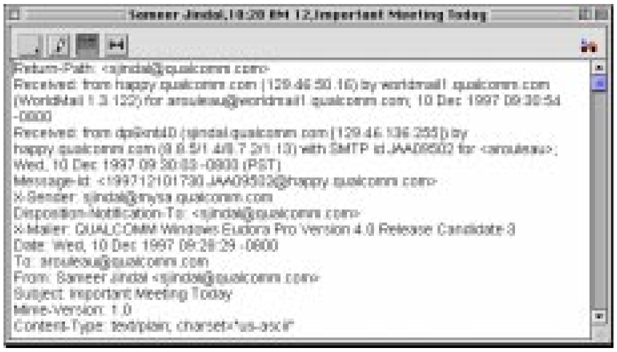
Icon Bar

The icon bar is a row of objects displayed just under the title bar. Click an icon to turn it on or off, or select an item from a popup icon's menu.

Priority Popup
This lets you change the priority of the incoming message, higher or lower. Most incoming messages have a normal priority (blank box). For details, see "Setting the Message Priority" on page 49. Click the page number to display the topic.

Pencil
If this is on, you can edit the message body. If you make changes and either click this off or close or transfer the message, you are asked to save or discard your changes.

BLAH BLAH BLAH
If the BLAH BLAH BLAH icon is on, all the message headers appear including HTML marking tags.



```
Return-Path: <sjindal@qualcomm.com>
Received: from happy.qualcomm.com (129.46.50.16) by worldmail1.qualcomm.com
(WorldMail 1.3.122) for arsuleau@worldmail1.qualcomm.com; 10 Dec 1997 09:30:54
-0800
Received: from dp6nt40 (sjindal.qualcomm.com [129.46.136.255]) by
happy.qualcomm.com (8.8.5/1.4/8.7.2/1.13) with SMTP id JAA09502 for <arsuleau>;
Wed, 10 Dec 1997 09:30:03 -0800 (PST)
Message-Id: <199712101730.JAA09502@happy.qualcomm.com>
X-Sender: sjindal@mysa.qualcomm.com
Disposition-Notification-To: <sjindal@qualcomm.com>
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.0 Release Candidate 3
Date: Wed, 10 Dec 1997 09:28:29 -0800
To: arsuleau@qualcomm.com
From: Sameer Jindal <sjindal@qualcomm.com>
Subject: Important Meeting Today
Mime-Version: 1.0
Content-Type: text/plain; charset="us-ascii"
```

Incoming mail with all headers displayed

Fixed Width
Click this button to convert the text in the message to the fixed-width font selected in the Fixed-Width Font popup of your Fonts & Display Settings (**Special>Settings...>Fonts & Display**). This lets you view aligned text, such as columns and tables, more easily. The Fixed Width icon appears only if a proportional font is selected in the Screen Font popup of the Fonts & Display Settings. Note that the change to the viewing font is local to the current message only—no other message is affected—and the button is reset (turned off) when you close the message.

Hi how are you

Subject
This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see “Editing Incoming Messages” on page 78. Click the page number to display the topic.

Fetch
Click the Fetch icon to transfer the message in full to your Macintosh the next time you check mail. This icon is only displayed if the message was originally transferred in part. For details, see “Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic.

Trash
Click the Trash icon to delete the message from the server the next time you check mail. This icon is only displayed if the original message is still on the server. For details, see “Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic.

Get HTML Graphics
Click this icon to immediately transfer the HTML graphic images in this message from the web to your Macintosh. Note that you must be online (connected to the Internet) at the time you click the icon for the graphics to be transferred. This icon only appears if the message contains HTML graphics—for example, someone sent you a web page via their browser—and the **Automatically download HTML graphics** option was turned off in your Fonts & Display Settings (**Special>Settings...>Fonts & Display**) at the time you opened the message. For more details, see “Viewing HTML Graphics” on page 79. Click the page number to display the topic.

Tow Truck
This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox window, to a mailbox button on the main toolbar, or to a mailbox icon in the Mailboxes window (**Window>Mailboxes**).

Message Body

The message body contains the message header information, the message text, any inserted graphics, and any attachments sent with the message. Attachments can be opened from within the message window, or the preview pane, by double-clicking on the attachment icon, name, or picture, or by holding down the **Command** key and single-clicking on the item. For more details on viewing and opening attachments, see "Using the Speak Option to Read Your Messages" on page 74. Click the page number to display the topic.

You can specify what kind of text styles you want or don't want displayed in incoming messages. Under the **When receiving styles, pay attention to** option in the Styled Text Settings (**Special>Settings...>Styled Text**), just turn off the option for a style that you don't want to receive—for example, bold text. All of the possible styles are on by default.

Using the Speak Option to Read Your Messages

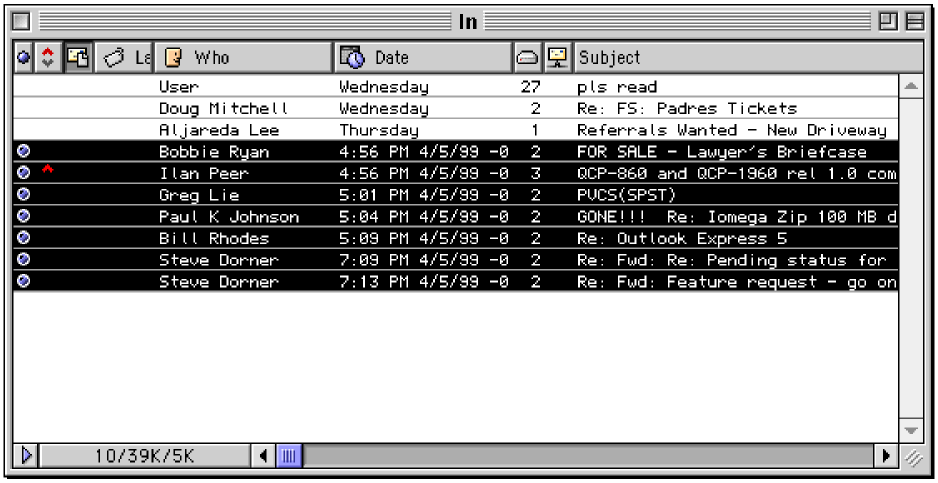
The Speak option on the Edit menu allows you to have Eudora read your messages aloud. Basically, if a message window is open, the voice can read the text of that message, including either the To: or From: field as well as Subject: field.

Also, you can select a range of messages in a mailbox's Table of Contents, select Speak from the Edit menu, and the messages will be read to you, one at a time. The voice will say "Next message" when switching messages.

Important. You must have PlainTalk installed and active to take advantage of Eudora's speech capabilities. If your version of Mac OS System Software does not include PlainTalk built-in, you can download an installer from <http://www.apple.com/>. Click the URL to display the web page.

To have Eudora read your email message(s), do the following.

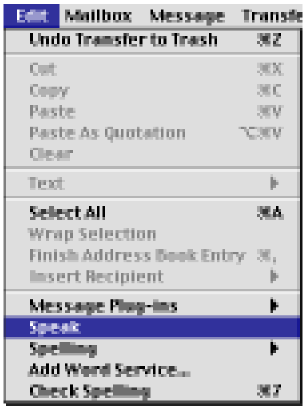
1 Highlight the message summary(ies) in the Table of Contents, as shown, or open a message.



			La	Who	Date			Subject
				User	Wednesday	27		pls read
				Doug Mitchell	Wednesday	2		Re: FS: Padres Tickets
				Aljareda Lee	Thursday	1		Referrals Wanted - New Driveway
●				Bobbie Ryan	4:56 PM 4/5/99 -0	2		FOR SALE - Lawyer's Briefcase
●	^			Ilan Peer	4:56 PM 4/5/99 -0	3		QCP-860 and QCP-1960 rel 1.0 com
●				Greg Lie	5:01 PM 4/5/99 -0	2		PVCS(SPST)
●				Paul K Johnson	5:04 PM 4/5/99 -0	2		GONE!!! Re: Iomega Zip 100 MB d
●				Bill Rhodes	5:09 PM 4/5/99 -0	2		Re: Outlook Express 5
●				Steve Dorner	7:09 PM 4/5/99 -0	2		Re: Fwd: Re: Pending status for
●				Steve Dorner	7:13 PM 4/5/99 -0	2		Re: Fwd: Feature request - go on

Highlighted messages in Table of Contents

2 From the Edit menu, choose **Speak**.


Edit
Mailbox
Message
Transfe
Undo Transfer to Trash ⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste As Quotation ⌥⌘V
Clear
Text
Select All ⌘A
Wrap Selection
Finish Address Book Entry ⌘,
Insert Recipient
Message Plug-ins
Speak
Spelling
Add Word Service...
Check Spelling ⌘7

Edit menu

Eudora will read the message(s) to you.

Note. Eudora can read a message in any mailbox including the Out and Trash mailboxes. However, in the Out mailbox, the voice will read the To and Subject fields.

If you have a message from someone else (not the sender) embedded in the message, the voice will say “quote,” read that portion of the message in a higher pitch, and say “unquote” when finished.

Receiving Attachments

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on receiving IMAP attachments. Click the page number to display the topic.

Unless you have specified a particular folder for your incoming attachments (see “Specifying an Attachment Folder” on page 77; click the page number to display the topic), they are automatically decoded and saved in the Attachments Folder in your Eudora Folder (which is in your System Folder). If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order the files are received.

Attachments appear in the body of incoming messages and in the message preview pane, as name-and-icon pairs or as pictures (see “Viewing Graphics Attachments as Pictures in the Message” on page 76; click the page number to display the topic).

To open an attachment from the open message window or the message preview pane, **double-click** on the attachment name, icon, or picture, or hold down the **Command** key and single-click on the item. If you have the application that the attachment was created in, that application launches and the attachment opens.

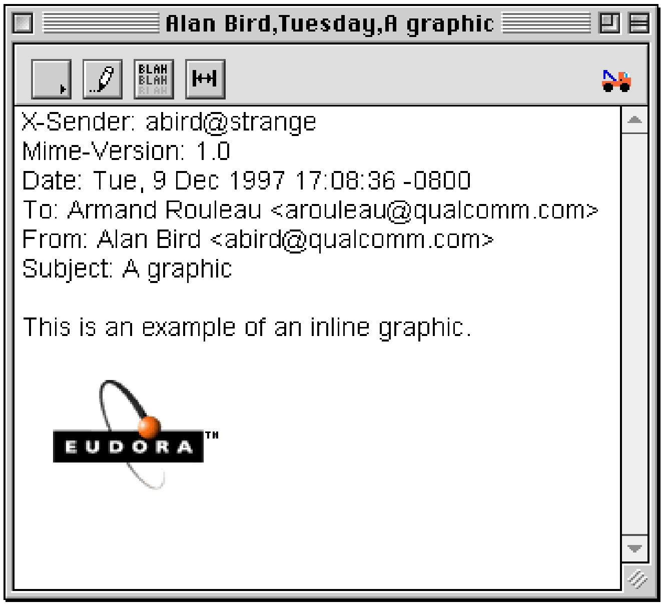
You can move the attachment into another folder on your desktop without leaving the message window. To do so, drag the attachment from the message window (or the preview pane) to the folder where you want to store it.

You can also copy the attachment into another folder on your desktop without leaving the message window. To do so, hold down the **Option** key and drag the attachment from the message window (or the preview pane) to the folder where you want to store the copy. The original attachment stays where it is.

Note. The Attachment column popup menu in the mailbox window message summary list provides a handy way to determine the attachments received with the message as well as open them. Select the message summary and hold down the mouse button on the Attachment column of the summary. The popup menu lists the file names of all attachments received with the message. Select one of the attachments to open it. For more details, see the “Working with Mailboxes” on page 109. Click the page number to display the topic.

Viewing Graphics Attachments as Pictures in the Message

To view graphics attachments as pictures in the message rather than as name-and-icon pairs, turn on the **Display graphics in messages** option in the Fonts & Display Settings.



X-Sender: abird@strange
Mime-Version: 1.0
Date: Tue, 9 Dec 1997 17:08:36 -0800
To: Armand Rouleau <arouleau@qualcomm.com>
From: Alan Bird <abird@qualcomm.com>
Subject: A graphic

This is an example of an inline graphic.

Displaying a graphics attachment as a picture in the message

Eudora lets you view any graphics attachment in PICT (QuickDraw Picture) format or, if QuickTime version 2.5 or later is installed on your Macintosh, any format for which an image decompressor is installed on your system. QuickTime version 3.0 is included with Eudora, and comes with compressors for these formats: JFIF/JPEG, GIF, TIFF, PNG, BMP (Windows Bitmap), MacPaint, Photoshop, QuickDraw GX Picture, QuickTime Image File, Silicon Graphics Image File, and Targa Image File, as well as movies, sounds, and other multimedia content.

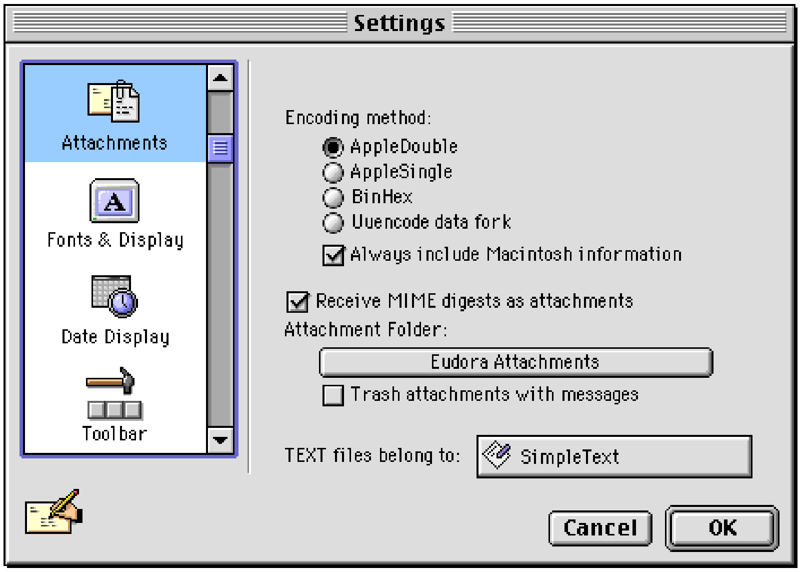
If the criteria above are not met or if the attachment file is too large for the available memory, the graphics attachment appears in the message as a name-and-icon pair.

Also, you can send and receive animated GIF images. However, you must turn on the feature in the Fonts and display dialog in Settings. See “Replying” on page 243. Click the page number to display the topic.

Specifying an Attachment Folder

If you do not want to use the default Attachments Folder to receive your attachments, select **Special>Settings...>Attachments** and click on the large button beneath the **Attachment Folder** option. A standard file dialog appears.

Double-click on the name of the folder you want to use (its name should be displayed in the menu above the list), then click the **Use Folder** button. The dialog closes, leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the Attachment Folder button.



Encoding method:
● AppleDouble
○ AppleSingle
○ BinHex
○ Uuencode data fork
☑ Always include Macintosh information

☑ Receive MIME digests as attachments
Attachment Folder: Eudora Attachments
☐ Trash attachments with messages

TEXT files belong to: SimpleText

An attachments folder is selected

If this does not work, you may have a conflicting system extension. To circumvent this problem:

1. Restart your Macintosh with all of the extensions turned off: hold down the **Shift** key while restarting, and keep the key pressed until you see the message “Extensions off” or “Extensions disabled.”
2. Launch Eudora.
3. Select **Special>Settings...>Attachments** and set the Attachment Folder again.

Now you should be able to restart your Macintosh with all of your extensions on and still maintain the specified folder.

Note. If at any time Eudora cannot find your selected folder, an alert appears at startup informing you that the Attachment Folder is unavailable. Eudora uses the default “Attachments Folder” located in your Eudora Folder (in your System Folder) for attachments until you designate a new folder.

You can also set up a filter to automatically move incoming attachments to a folder you specify on your desktop, based on match criteria for the incoming messages carrying the attachments. To do this, use the **Move Attachments** filter action, selecting the folder from the folder selection dialog that displays. For details, see this action under “Filter Actions” on page 132. Click the page number to display the topic. This feature is useful for separating attachments by personality, for example—Eudora automatically “sifts” each personality’s attachments into its dedicated attachment folder.

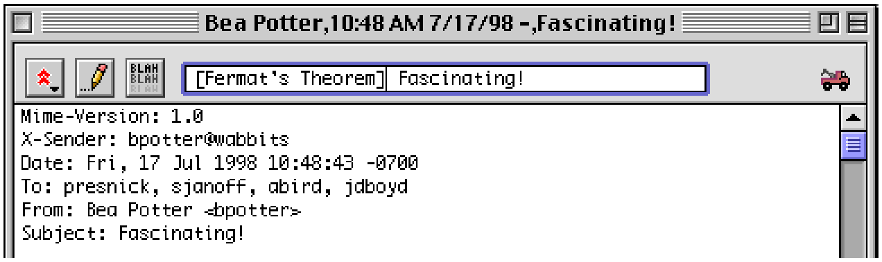
Editing Incoming Messages

You can edit the message body in an incoming message if you click the **Pencil** button on the icon bar. You can also edit the Subject in the icon bar at any time, even with the Pencil button off (this is the subject shown in the message summary).

To edit an incoming message, click the **Pencil** button to turn it on, then edit the message body. When you are done, save your changes (**File>Save** or **Command+S**) and close the message. (If you close or transfer the message without saving, or if you click the Pencil button again to turn off editing, an alert asks if you want to Save or Discard your changes.)

To edit the subject of an incoming message, open the message (you can leave the Pencil button off) and edit the subject in the icon bar, not the subject in the message body. When you are done, click somewhere else in the message, or close it. The new subject appears in the message summary. The contents of the Subject field of the message header remain unchanged.

Note. If you reply to the message, the original subject is used for the reply, not your changed subject. This lets you put information useful to you in the summary while transmitting only the original subject to your correspondents.



Bea Potter,10:48 AM 7/17/98 -,Fascinating!

[Fermat's Theorem] Fascinating!

```
Mime-Version: 1.0
X-Sender: bpotter@wabbits
Date: Fri, 17 Jul 1998 10:48:43 -0700
To: presnick, sjanoff, abird, jdboyd
From: Bea Potter <bpotter>
Subject: Fascinating!
```

Editing the subject of an incoming message

Using Active URLs

Any string of text that Eudora recognizes as a “hot link,” also known as a URL (Universal Resource Locator: http, ftp, gopher, Ph, Finger, etc.), is active. Active URLs are normally highlighted in blue text and underlined, and are often enclosed by less-than and greater-than signs, “< >.” You can hold down the **Command** key and click on a URL (or just double-click on it) to open a World Wide Web location, transfer a file, do a gopher search, use the Finger tool, etc.

To specify what Internet application you want to use for a URL type, hold down the **Option** key and double-click on the URL. A standard file dialog appears. Select the application you want, then click **Open**. The application is opened and goes to the selected URL. The next time you select a URL of that type, the same application is automatically used.

Sometimes users send you messages containing hot links that are poorly formatted, so that Eudora does not recognize them as URLs. Eudora does not highlight these text strings in blue and underline, but you can still use them as active links. Simply select the entire string of text that you think is a hot link, and choose **File>Open Selection**, or hold down the **Command** key and click on the selection.

We recommend that you encourage your correspondents to enclose hot links in angle brackets, < >, like this: `<http://www.qualcomm.com/eudora/>.` This helps Eudora and other software to recognize the hot link.

Viewing HTML Text

Sometimes you may receive Web pages, or other HTML-formatted text, in email messages. Eudora displays these messages as best it can, but if you want to display them in your World Wide Web browser, you can do so right from Eudora. Just open the message, or highlight its message summary in the mailbox window, and select **File>Open in Browser.** Eudora uses the browser you have selected for use with active HTML hot links (see "Using Active URLs" on page 78; click the page number to display the topic). If you have not yet selected a browser for HTML, Eudora asks you to choose one.

Viewing HTML Graphics

Suppose someone sends you a web page containing references to HTML graphics. They can send you such a page using a **Send-** or **Send Page-**like command from their Web browser, such as **File>Send Page** in Netscape Navigator, or **File>Send>Page By Email** in Microsoft Internet Explorer.

If you want to view the HTML graphics right in the message, either in the message window at the time you open the message, or in the message preview pane, turn on the **Automatically download HTML graphics** option in your Fonts & Display Settings (**Special>Settings...>Fonts & Display**). Note that you must be online (connected to the Internet) at the time you open or preview the message in order to see the graphics in the message (i.e., in order for the graphic files to be downloaded from the web to your Macintosh).

If you keep the **Automatically download HTML graphics** option turned off, then the HTML graphic files are not transferred to your Macintosh when you open or preview such a message. Instead, each HTML graphic image appears as a broken-graphic icon.

To download the HTML graphics for such a message, so that you can view the pictures, open the message and click the **Get HTML Graphics** button on the icon bar of the open message window (see "Icon Bar" on page 72 for more details; click the page number to display the topic). Again, you must be online (connected to the Internet) for this to work.

Turning off the **Automatically download HTML graphics** option does *not* affect HTML graphic files already transferred to your Macintosh. That is, even if you turn this setting off, HTML graphics that are already downloaded to your computer will still appear as pictures in the open message or preview pane, rather than as broken-graphic icons.

HTML graphic files that are downloaded to your computer either automatically, via the Fonts & Display setting, or manually, via the icon bar button, are stored in your Cache Folder, which is in the Eudora Folder contained in your System Folder. This Cache Folder is managed the way cache folders are managed in web browser applications. Files continue to be added to the folder and when the folder reaches a certain size, the oldest least-used image files are deleted to make room for new image files. For more information on this folder, see “Eudora Folders” on page 267. Click the page number to display the topic.

Saving a Message to a File

You can save one or more incoming messages to a separate text file on your Macintosh, using the Save As dialog, accessed by selecting the **File>Save As...** command. For details, see “Saving a Message to a File” on page 136. Click the page number to display the topic.

Managing Your Mail on the POP Server

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for details on how to manage your mail on an incoming IMAP mail server. Click the page number to display the topic. Your incoming mail server’s use of the POP or IMAP protocol is reflected in your setting for the **Server Configuration** option in the Checking Mail Settings, for your Dominant personality only (**Special>Settings...>Checking Mail**), or in the Personality Extras Settings, for any of your personalities (**Special>Settings...>Personality Extras**). If you’re not sure which protocol, POP or IMAP, your incoming mail server uses, you can specify **POP** to be safe, but you should get the actual value from your Eudora Email Administrator or your ISP.

During a mail check, your incoming messages are normally transferred from your account on the incoming server to your Macintosh, and then deleted from the incoming server. But this can be awkward if you want to read mail from two or more Macintoshes and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. These options are available in the following three places in Eudora:

- The Checking Mail Settings (**Special>Settings...>Checking Mail**), for your dominant personality only.
- The Personality Extras Settings (**Special>Settings...>Personality Extras**), for all of your personalities. (This settings panel can also be accessed via the **Edit** button in the Personalities Window [**Window>Personalities**] for a selected personality icon.)
- The Mail Transfer Options dialog, accessed by holding down the **Option** key and selecting either **File>Check Mail Specially...** or the **File>Send Messages Specially...** command.

Leaving Mail on the Server

Suppose you have three computers—one at Work, one at Home, and one at School—and you have three separate email accounts (personalities), one for each computer. These computers may all be Macintoshes or may be some combination of Macintoshes and Windows-based machines.

At times you might want to read your School mail from your Home computer, or your Home mail from your Work computer, etc. But what if you read your Home mail from Work, for example, and then decide you also want to read that mail from Home and store it on your Home computer, without having to Forward, Redirect, or otherwise manually transfer your mail?

Leaving mail on the server—although a procedure to be used with caution—provides a handy way to read the same mail from multiple computers running Eudora.

To transfer all of your new messages from the incoming server to the Macintosh you are on and also leave copies of those messages on the server, turn on the **Leave on server for ? days** option in the Checking Mail Settings, for your dominant personality only, or in the Personality Extras Settings, for any of your personalities. You can set the number of days the copies should be kept, or leave the field blank to store the copies indefinitely.

At the next mail check from that Macintosh, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

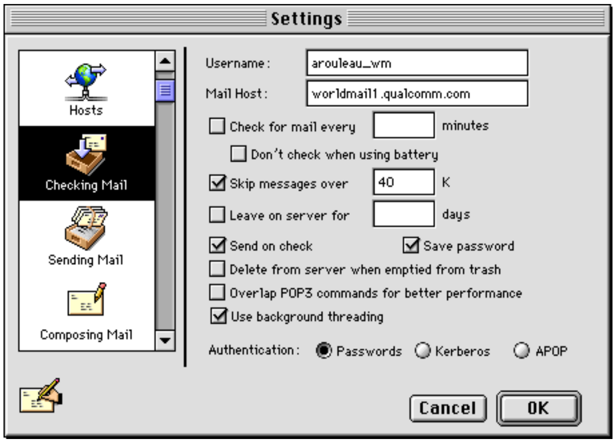
Note. The **Leave on server** options should be used with care since they can result in a buildup of messages on the incoming servers. Also note that some Internet Service Providers (ISPs) and corporate intranets establish a built-in expiration date for mail left on the server, after which it is deleted—and this could be sooner than the number of days you specify. Check with your ISP or your company's Eudora Support Coordinator to determine their policy.

Deleting a Message from the Server

To delete a message that has been left on the server (without retrieving it again), turn on the **Trash** icon in the message's icon bar or set the message summary's server action to **Delete**, then check mail again. Or, use the **Delete all messages that have been retrieved** option in the Mail Transfer Options dialog (described below under "Checking for Mail with Special Server Instructions").

Skipping Messages Over a Certain Size

To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K** option in the Checking Mail Settings, for your dominant personality only, or in the Personality Extras Settings (**Special>Settings...>Personality Extras**), for any of your personalities, and specify a size in the text-entry box. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.



Username: arouleau_wm
Mail Host: worldmail1.qualcomm.com
☐ Check for mail every minutes
☐ Don't check when using battery
☑ Skip messages over 40 K
☐ Leave on server for days
☑ Send on check ☑ Save password
☐ Delete from server when emptied from trash
☐ Overlap POP3 commands for better performance
☑ Use background threading
Authentication: ● Passwords ○ Kerberos ○ APOP

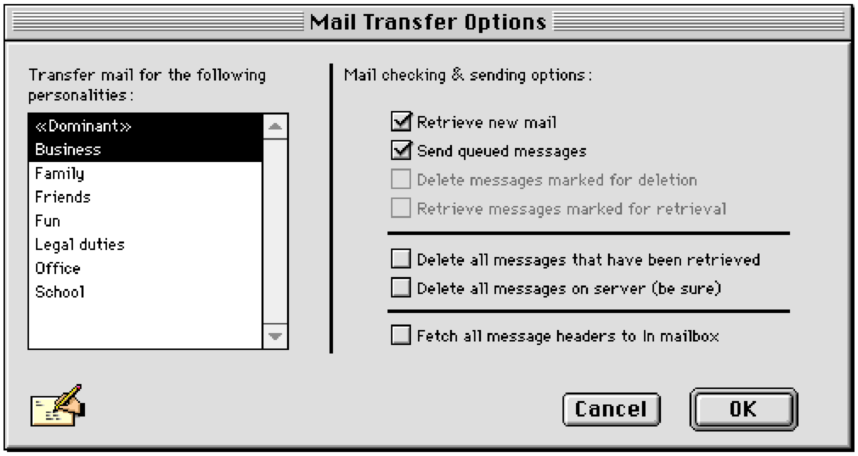
Checking Mail: Skip messages over ? K

If you decide you want to transfer the whole message, turn on the **Fetch** icon in the open message window's icon bar or set the message summary's server action to **Fetch from Server**, then check mail again. You can also use the **Trash** icon or the **Fetch & Delete** server action so that the message is deleted from the server after it is transferred to your Macintosh.

If you decide you do not want the message and want to delete it from the server, turn on the **Trash** icon in the open message window's icon bar or set the message summary's server action to **Delete from Server**, then check mail again.

Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the server, hold down the **Option** key and select the **File>Check Mail Specially...** command. The Mail Transfer Options dialog appears. Set the options you want and click the **OK** button to continue checking for mail.



Transfer mail for the following personalities:
«Dominant»
Business
Family
Friends
Fun
Legal duties
Office
School

Mail checking & sending options:
☑ Retrieve new mail
☑ Send queued messages
☐ Delete messages marked for deletion
☐ Retrieve messages marked for retrieval
☐ Delete all messages that have been retrieved
☐ Delete all messages on server (be sure)
☐ Fetch all message headers to In mailbox

The Mail Transfer Options dialog

The mail transfer options in this dialog are as follows:

Retrieve new mail
Transfer your new mail from the incoming server to your Macintosh.

Send queued messages
Send all the queued messages (marked “Q”) in your Out mailbox.

Delete messages marked for deletion
Delete the messages on the server that are marked **Delete** in Eudora, either via the **Trash** icon in the incoming message window or the **Delete from Server** or **Fetch & Delete** server action in the message summary. This is for messages that were left on the server, either with the **Leave on server for ? days** option or the **Skip messages over ? K** option in the Checking Mail Settings or the Personality Extras Settings, or with the **Fetch all message headers to In mailbox** option in the Mail Transfer Options dialog.

Retrieve messages marked for retrieval
Retrieve the messages on the server that are marked **Fetch (from Server)** or **Fetch & Delete** in Eudora (via the icons on the incoming message window or the server action popup in the message summary). This is for messages that were retrieved only in part, either with the **Leave on server for ? days** option or the **Skip messages over ? K** option in the Checking Mail Settings or the Personality Extras Settings, or with the **Fetch all message headers to In mailbox** option in the Mail Transfer Options dialog.

> **Note.** To mark a message **Fetch (from Server)**, **Delete (from Server)**, or **Fetch & Delete**, either click on the icons in the incoming message window, or select an option from the server action popup of the message summary.

Delete all messages that have been retrieved
Delete all the messages on the server that have already been transferred to the Macintosh you are on.

Delete all messages on server (be sure)
Delete all of your messages on the server even if Eudora has not fetched them.
Caution: Be absolutely sure this is what you want to do because there is no way to undo it!

Fetch all message headers to In mailbox
Retrieve the header and the first few lines of every new message. If you select this option, the messages are filtered but any **Copy To** or **Transfer To** filter action is not performed (the message neither is copied nor leaves the In mailbox). To specify what you want to do with each message the next time you check mail, either set the server action popup in the message summary or use the **Fetch** and **Trash** icons in the open message window icon bar.

> **Important.** If you delete the message header, and you have the **Delete from server when emptied from trash** option turned on in the Checking Mail Settings, the message is gone completely from Eudora and the server the next time trash is emptied.

Transfer mail for the following personalities
If you have multiple personalities, you can check or send mail based on the following:

- The options on the right side of this Mail Transfer Options dialog
- The options in the Checking Mail Settings, for your dominant personality only
- The options in the Personalities Settings and the Personality Extras Settings, for any of your personalities

You can also specify the personalities whose mail you want to check or send with this mail transfer. Hold down the **Shift** key to select multiple personalities in sequence, or the **Command** key to select them out of sequence.

Managing Your Mail on the IMAP Server

The Internet Message Access Protocol (IMAP) allows you to manage your email messages, mailboxes and folders, on the server instead of on your computer. The advantage of using IMAP is that you can sign onto any computer and see your mailboxes and folders as you have set them up.

IMAP lets you pick up your email from any computer, and manage that email from any computer as well. Your mailboxes and mail folders are kept on the IMAP server. Wherever you log in to pick up your mail or manage it on the IMAP server, you can synchronize your mailboxes and your mail so that everything you do to your mail storage from all computers is coordinated and the status is “up to date” from every contact point.

Also, IMAP lets you retrieve only the messages you want, when you want. You can keep large messages and attachments on the IMAP server and retrieve them only when you want them. Likewise, when you check your mail, you can retrieve only the essential headers that tell you what each message is about; and then you can choose whether to retrieve the entire message in each case, with or without attachments.

If you are assigned an email account on an IMAP server, you will be given a *user name* (also called a *login name*), and optionally a password. You will set up Eudora with your user name, and each time you check your mail on the IMAP server, all you need to enter is a password, if the account is password controlled. Further, you’ll be able to check your mail from any Macintosh that has access to the IMAP server.

Once you have an IMAP email account on an IMAP server, then in order to check your mail in that account, and to otherwise manage the mail, you must first establish a way to communicate with your IMAP account via Eudora. To do that, the first step is to create an IMAP personality in Eudora.

You may want to check with your Email Administrator or your ISP to see what the restrictions might be on mail storage and aging in your IMAP account. For example, quotas may dictate that messages must be deleted after a prescribed time period, such as 15 or 30 days. And that might be regardless of whether you’ve read the messages or not. It might also include attachments. Other sites might begin deleting older messages once you’ve reached a prescribed storage limit.

Creating an IMAP Personality

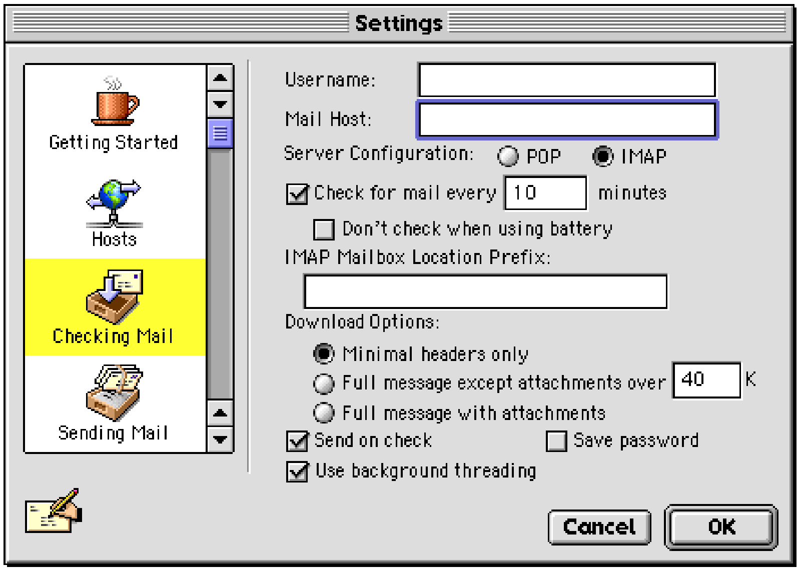
To gain access to your IMAP account in Eudora to check mail and manage your mailboxes, you must first create an IMAP personality. The IMAP personality also serves as the “root folder” for your hierarchy of mailboxes and mail folders in which you store your email on the IMAP server.

You can create an IMAP personality as your dominant personality or as an alternate personality.

To create an IMAP personality as your dominant personality, do the following:

1 Select **Special>Settings...** and click the **Checking Mail** icon on the left of the Settings dialog to display the Checking Mail Settings.

2 In the **Server Configuration** field, select **IMAP**.



Username:

Mail Host:

Server Configuration: ○ POP ● IMAP

☑ Check for mail every 10 minutes

☐ Don't check when using battery

IMAP Mailbox Location Prefix:

Download Options:

● Minimal headers only

○ Full message except attachments over 40 K

○ Full message with attachments

☑ Send on check ☐ Save password

☑ Use background threading

Checking Mail Settings with Server Configuration = IMAP

3 Fill in the rest of the fields of this panel as required. The IMAP-specific options are described below. For the remaining options, see “Checking Mail” on page 233. Click the page number to display the topic.

4 Click **OK** to save your changes and close the Settings dialog.

To create an IMAP personality as an alternate personality, do the following:

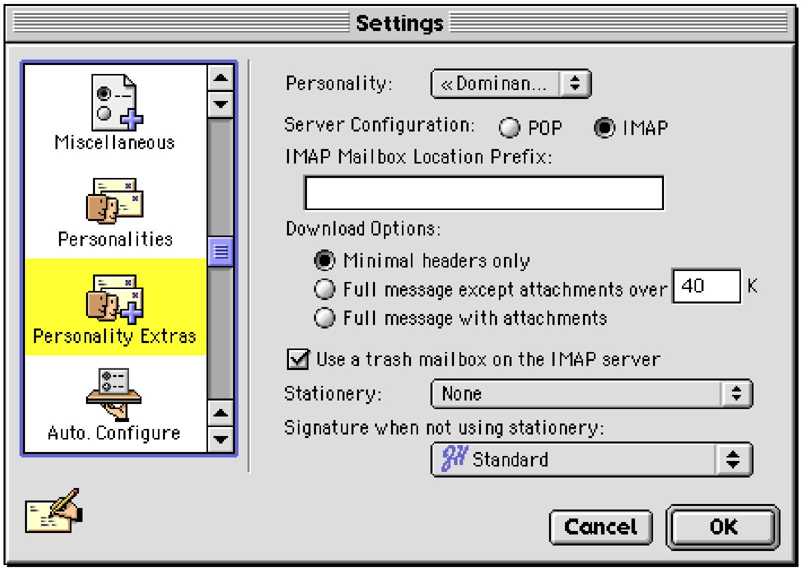
1 Select **Special>Settings…** and click the **Personalities** icon on the left of the Settings dialog to display the Personalities Settings.

2 Click the **New** button and type an informal name for the new personality in the **Pers. Name** field (e.g., “My IMAP Mail”).

3 Fill in the remaining fields of the panel as required. For details, see “Personalities” on page 260, and also see “Using Personalities (Multiple Email Accounts)” on page 37. Click the page number to display the topic.

4 Click the **Personality Extras** icon in the Settings dialog to display that panel.

5 With the new personality selected in the Personality popup, select **IMAP** in the **Server Configuration** field.



Personality: «Dominan...

Server Configuration: ○ POP ● IMAP

IMAP Mailbox Location Prefix:

Download Options:

● Minimal headers only

○ Full message except attachments over 40 K

○ Full message with attachments

☑ Use a trash mailbox on the IMAP server

Stationery: None

Signature when not using stationery: Standard

Personality Extras Settings with Server Configuration = IMAP

6 Make your remaining selections in this panel as required. The IMAP-specific options are described below. For the remaining options, see “Personality Extras” on page 262. Click the page number to display the topic.

7 Click **OK** to save your changes and close the Settings dialog.

If you’ve created an alternate personality, select **Window>Personalities** and you will now see the new personality listed in the Personalities window. (Your dominant personality appears in this window by default, whether you select POP or IMAP as the server configuration.)

Select **Window>Mailboxes** and you will see the new IMAP personality (whether dominant or alternate) listed as a root mail folder in the Mailboxes window. This IMAP folder is now also listed under the Mailbox and Transfer menus, with its own submenu.

Note. Another way to create an IMAP personality is as follows: Select **Window>Personalities** to open the Personalities window. For your dominant personality, click the icon to select it, then click the **Edit** button, and then pick up from step 3 in the above procedure above. To create a new IMAP alternate personality, click the **New** button, type a name and press **Return**, then click the **Edit** button and pick up from step 3 in the second procedure above.

IMAP Settings

The IMAP-specific options in the Checking Mail Settings and the Personality Extras Settings (when **Server Configuration** is set to **IMAP**) are as follows:

IMAP Mailbox Location Prefix: This tells Eudora where to look for your mail on the incoming IMAP mail server. Normally you enter a directory location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your Email Administrator or your ISP. You might not have to enter anything here.

Download Options: When you check mail for this IMAP personality, these options (you must choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server when a mailbox is resynchronized to your Macintosh. You can retrieve just the essential headers, or, alternately, the entire message and any attachments.

Minimal headers only: If this option is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message for this personality. That means the remaining headers, the message body, and any attachments are *not* retrieved with the message, but are left on the server for you to retrieve later, if you want. The minimal headers represent the essential information that you would see in the message summary of a mailbox window. They tell you who the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to retrieve the full message and any attachments, or delete the message or deal with it another way.

Full message except attachments over ? K: If this option is on, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message for this personality. Any attachments *larger* than the specified size are *not* retrieved with the message, but are left on the server for you to retrieve later, if you want.

Full message with attachments: If this option is on, the full message (full set of message headers and the message body) and all attachments without regard to size are retrieved for each incoming IMAP message for this personality.

Use a trash mailbox on the IMAP server: This option appears only in the Personality Extras Settings, and not in the Checking Mail Settings. If this option is on, Eudora will try to create a Trash mailbox on the IMAP server the first time you transfer or delete a message from any mailbox stored in this IMAP account. The purpose of the Trash mailbox is to let you have a storage place for deleted mail, as you would with a POP account. You can keep all your deleted mail in the Trash mailbox and either empty the mailbox at some point or retrieve deleted messages from that mailbox before they are removed from the IMAP server.

Note. The other options in the Checking Mail and Personality Extras Settings panels function the same under IMAP as they do under POP.

Also, Once you create a new IMAP personality, or convert your dominant personality to IMAP, if you later change its **Server Configuration** setting from **IMAP** to **POP** (in the Checking Mail Settings or the Personality Extras Settings), the local IMAP cache for that personality is deleted. This cache, which is stored on your Macintosh, is a reflection of your mailbox and folder structure on the IMAP server for that personality, and contains all mail you’ve retrieved from the server for that personality—both minimal header messages and full messages.

Checking Your IMAP Account for New Mail

The First Mail-Check

Now that you have set up an IMAP personality that will let Eudora communicate with your IMAP account, you can begin by checking your mail for the account.

To check your mail in the account, do the following:

1. Select **Window>Personalities** to open the Personalities window.
2. Select your IMAP personality by clicking the icon next to it.
3. Click the **Check Mail** button at the bottom of the Mailboxes window.
4. Enter your password if prompted.

Eudora checks your mail.

Subsequent Mail-Checks

After your initial mail-check, you can check your mail for your IMAP account(s) using any of the following methods.

Single Mailbox

To check for new mail in a single IMAP mailbox:

1. Open the mailbox, either by double-clicking on its icon in the Mailboxes window (**Window>Mailboxes**), or by selecting it from the appropriate IMAP submenu under the Mailbox menu. (Select **This Mailbox** under the submenu to open an IMAP folder as a mailbox; or double-click on the folder's icon in the current mailboxes window. IMAP folders can contain messages as well as mailboxes and other folders.)
2. Enter your password if prompted.

Eudora checks your mail for that mailbox, resynchronizing the mailbox and updating it with new message headers from the IMAP server.

Multiple Mailboxes

To check your mail in multiple mailboxes, even across IMAP accounts:

1. Open the Mailboxes window (**Window>Mailboxes**) and select the desired mailboxes. You can make selections from different IMAP accounts if you want.
2. Press **Return**, or **double-click** on any selected item.
3. Enter your password(s) if prompted.

Eudora opens all selected mailboxes and checks your mail for all of them, resynchronizing them all and updating them with new message headers from the IMAP server(s).

One or More IMAP Accounts

To check for new mail in one or more IMAP accounts:

1. Select **Window>Personalities** to open the Personalities window.
2. Select the IMAP personalities for which you want to check mail. Use the normal selection methods in this window: click a single item to select it, use the **Shift** key for a contiguous group (or drag-select a group), and use the **Command** key to make disjoint selections.
3. Click the **Check Mail** button at the bottom of the window.
4. Enter your password(s) if prompted.

Eudora resynchronizes all mailboxes and folders in all of the selected IMAP accounts, updating each mailbox and folder with new message headers from the corresponding IMAP server.

To check your mail in *all* of your IMAP accounts, without having to select anything, do the following:

1. Select **Window>Personalities** to open the Personalities window.
2. Without selecting anything in the window, hold down the **Option** key and click the **Check Mail** button at the bottom of the window.
3. Enter your password(s) if prompted.

Mail is checked for *all* of your IMAP accounts.

Working with IMAP Messages

This section deals with the operations normally performed on individual messages and selected groups of messages, noting the idiosyncrasies of using IMAP with each.

Note. Because outgoing mail is sent under a different Internet protocol, the Simple Mail Transfer Protocol (SMTP), IMAP is concerned with *incoming messages only*. There are a few exceptions; notably how outgoing responses are formatted based on the incoming IMAP messages to which you are responding. These are dealt with in this section.

Viewing IMAP Messages

Remember that by default, when Eudora checks your mail for your IMAP account, it retrieves the **Minimal headers only** for any new incoming message. That means it does *not* retrieve the full message, and it does *not* retrieve any attachments included with the message. However, the messages and attachments not retrieved remain on the IMAP server.

To view a new incoming IMAP message, open the message from the mailbox window in which it arrived: **double-click** on the message summary. Or, select the summary and press **Return**. Or, if the preview pane is visible, select the message summary and view the message in the preview pane.

The message window opens, but only with a short initial message indicating that the full message will be retrieved. (Or, this notice appears in the preview pane if you are previewing the message.)

Eudora then begins retrieving the message. Once the message has been fully retrieved, Eudora then displays the message content in the message window or the preview pane. The message has now been transferred to your Macintosh, and you can read it and otherwise manipulate it.

See later in this section for more details on the finer points of retrieving attachments, as well as which Eudora operations will fully retrieve a message that currently has minimal headers only.

Note. If you are checking your mail while traveling, or if you want to avoid making a network connection for some other reason, switch to "offline" mode or do not open messages you haven't yet retrieved. You can distinguish fully retrieved messages from minimally retrieved messages (essential headers only) by looking at the **Server Status**

column in the open mailbox window. If the column for a message summary contains a blank diamond, the message has not been retrieved. If the column contains a half-filled diamond, the message is retrieved, but not its attachments. If the column contains a totally filled diamond, the message and its attachment are retrieved.

Responding to IMAP Messages

When using **Reply**, **Forward**, **Redirect**, or **Turbo Redirect** or any of their variants on an IMAP message that has only been partially retrieved, the incoming IMAP message is fully retrieved, and is excerpted as necessary in the response. Eudora notifies you that the retrieve is taking place.

If the incoming message has attachments and you initiate a **Forward**, **Redirect**, or **Turbo Redirect** or a variant, the attachments will accompany the message automatically. For more details, see “Downloading Attachments” on page 90. Click the page number to display the topic.

Transferring IMAP Messages

Here are a few points to keep in mind when transferring IMAP messages:

- You can perform transfers in the normal way, using the **Transfer** menu, or using drag and drop. You drag open messages by the Tow Truck icon. You drag message summaries by selecting them and dragging the selection.
- You can transfer messages from an IMAP mailbox to another IMAP mailbox, even across IMAP accounts. This action does not retrieve the messages to your Macintosh.
- You can transfer messages from an IMAP mailbox to a POP mailbox. This action retrieves the IMAP messages to your destination POP mailbox on your Macintosh.
- You can also transfer messages from a local POP mailbox on your Macintosh to an IMAP mailbox. This action physically removes the message from your Macintosh and uploads it to the destination mailbox on your remote IMAP server.
- When transferring IMAP messages (or when making a POP-to-IMAP transfer), you may first need to make a network connection in order to complete the transfer.
- The first time you transfer (or delete) a message from an IMAP mailbox, Eudora will try to create a Trash mailbox if the **Use a trash mailbox on the IMAP server** option is turned on for that IMAP account in the Personality Extras Settings. See “Creating and Using IMAP Trash Mailboxes” on page 99. Click the page number to display the topic.

Downloading Attachments

Attachments for an incoming IMAP message can be retrieved at these times:

- When you check your IMAP mail and the message first comes in.
- When you open the message or perform some other action that retrieves it.
- When you manually retrieve the attachment.

The controlling factor that determines what will happen during each of the first two phases, as well as when you will be required to perform the third, is your selection for **Download Options** in the IMAP settings under the Checking Mail Settings (for your dominant personality) and the Personality Extras Settings (for any of your IMAP personalities). The Download Options settings are only available when the **Server Configuration** field in those panels is set to **IMAP** for the relevant personality.

The three choices for Download Options are **Minimal headers only**, **Full message except attachments over ? K**, or **Full message with attachments**. You can only have one of these options turned on at a time. We treat each case below.

Minimal Headers Only

Assume that **Minimal headers only** is turned on in the **Download Options** field for your IMAP personality, as described above.

You check new mail for that IMAP personality by opening its **Inbox** or by opening any other mailbox that you anticipate would have new mail.

Opening the mailbox resynchronizes that mailbox and causes only the essential headers to be retrieved for each new message.

Now you double-click on the message summary of a new message to open that message (or you preview the message in the preview pane). Here's what happens:

- Eudora retrieves the full message, including all headers and the entire message body.
- Eudora retrieves all of the message's "inline" components, which includes graphic files inserted in the middle of the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or "parts," when retrieved, are stored in your Parts folder in the System Eudora Folder.)
- Eudora *does not* retrieve any attachment files included with the message; instead, Eudora displays each attachment in the message (or preview pane) by its icon-and-name pair, with a small down arrow, called the "Fetch arrow," displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, simply click the Fetch arrow: the attachment is retrieved and stored in your Attachment Folder, or whatever folder you have designated to receive attachments.

Once the attachment is retrieved, the Fetch arrow is removed for that attachment in the message window or preview pane, and the attachment appears in its normal fashion: either as an icon-and-name pair or as a picture in the message (if a graphics file and the proper settings are turned on).

Also once the attachment is retrieved, you can now perform all of the normal operations you can perform with retrieved attachments: drag (or copy) the file to a different folder, double-click (or **Command+click**) on the name, icon, or picture to open or launch the attachment file, **Command+Control+click** on the file to see what folder it's in, etc. In short, once the attachment is retrieved, it is now on your Macintosh, and you can treat it as you would treat an attachment retrieved from a POP server. For more details on working with incoming attachments, see "Using the Speak Option to Read Your Messages" on page 74. Click the page number to display the topic.

Full Message Except Attachments Over ? K

Assume that **Full message except attachments over ? K** is turned on in the **Download Options** field for your IMAP personality, as described above, and that you have entered a number in the text entry field.

You check new mail for that IMAP personality by opening its **Inbox** or by opening any other mailbox that you anticipate would have new mail.

When you open the mailbox, that action resynchronizes the mailbox, and also causes the following information to be downloaded to your Macintosh for each new message:

- The full message is retrieved, including all headers and the entire message body.
- All of the message's "inline" components are retrieved: these include graphic files inserted in the middle of the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or "parts," when retrieved, are stored in your Parts folder in the System Eudora Folder.)
- Any attachments within the specified size limit are downloaded to your Macintosh and stored in your Attachment Folder, or whatever folder you have designated for received attachments.
- Any attachments *above* the specified size limit are *not* retrieved, but are left on the server. You can manually retrieve these attachments later, if you want.

Now you double-click on the message summary of a new message to open that message, or you preview the message in the preview pane.

Any attachments that have been retrieved to your Macintosh appear as normal in the message window or the preview pane: they appear as an icon-and-name pair, or as a picture in the message (if a graphics file and the proper settings are turned on).

Any attachments that have *not* been retrieved to your Macintosh appear as an icon-and-name pair, with a small down arrow, called the "Fetch arrow," displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, simply click the Fetch arrow: the attachment is retrieved to your Macintosh and stored in your Attachment Folder, or whatever folder you have designated to receive attachments. When the download is complete, the Fetch arrow is removed and the attachment appears in its normal fashion: either as an icon-and-name pair or as a picture in the message.

Once an attachment has been retrieved, either during the mail check (mailbox resynchronization) or manually by you with the Fetch arrow, the attachment is now on your Macintosh. You can now perform all of the normal operations you can perform with retrieved attachments: drag (or copy) the file to a different folder, double-click (or **Command+click**) on the name, icon, or picture to open or launch the attachment file, **Command+Control+click** on the file to see what folder it's in, etc. In other words, you can treat these retrieved attachments just as if you had retrieved them from a POP server. For more details on managing incoming attachments, see "Using the Speak Option to Read Your Messages" on page 74. Click the page number to display the topic.

Note. The number you enter in the text entry field for the **Full message except attachments over ? K** option is a size limit that applies to the *attachments only* and *not* to the message itself. Thus, if you specify an attachment size limit of 20K and the message itself is 100K, then during a mail check the full 100K message will still be retrieved. In this case too, a 15K attachment would be retrieved during the mail check, but a 40K attachment would not, and would be displayed with a Fetch arrow so you could manually retrieve it later.

Full Message with Attachments

When you select **Full Message with Attachments**, the entire message with headers are retrieved from the IMAP server as well as all attachments regardless of size.

Actions That Download IMAP Messages

If the **Download Options** field is set to **Minimal headers only** for your IMAP account, then when you check new mail, only the essential headers are retrieved with new messages.

If you subsequently perform certain actions in Eudora, the full message is retrieved, any inline components are retrieved, and any attachments are *not* retrieved but are given a Fetch arrow for you to manually retrieve later. For more details, see "Downloading Attachments" on page 90. Click the page number to display the topic.

The following Eudora actions performed on a partially retrieved IMAP message will fully retrieve the message from the IMAP server to your Macintosh. This is not a comprehensive list, but it shows the major Eudora actions that perform this download:

- Open the message
- Preview the message in the message preview pane
- Reply to the message
- Forward the message
- Redirect the message
- Send the message again (**Send Again** command)
- Transfer the message from an IMAP mailbox to a POP mailbox (an IMAP-to-IMAP transfer will not retrieve the message)

Note. A message is fully retrieved during one of these actions.

Working with IMAP Mailboxes

Mailbox management on an IMAP server, at least from the Eudora end, is similar to management of mailboxes on your local Macintosh, for your POP account(s) mailbox structure. There are some important differences, however, due mainly to the fact that all IMAP mailboxes and folders are stored, on the IMAP server, remotely rather than locally, on your computer.

This section covers some of the idiosyncrasies of working with IMAP mailboxes and folders. The basic operations are discussed, along with the IMAP-related differences in the Mailboxes window and in the Mailbox and Transfer menus.

For more information on working with mailboxes in general, and the use of the Mailboxes window beyond what is discussed here, see “Working with Mailboxes” on page 109. Click the page number to display the topic. That chapter focuses primarily on management of POP mailboxes and folders, with some important overlaps for IMAP.

Note. You may find that some mailboxes on your IMAP server were created by others and made accessible to you. You may have both “read and write” permission for some of these mailboxes: that is, not only can you read the messages stored in them, but you can also change or delete these messages. But for other such mailboxes you may only have “read” permission: that is, you can read the messages in them, but you cannot change or delete them. Find out from your Email Administrator or your ISP what particular permissions you have for such mailboxes that you share with others.

Using the Mailboxes Window with an IMAP Account

The methods for creating, renaming, and removing IMAP mailboxes and folders from this window are discussed later in this section.

Here are some important IMAP-related items to keep in mind when working with IMAP mailboxes and folders in this window:

- Each IMAP personality has its own top-level folder, also called a “root folder,” in the Mailboxes window. The name of the folder is the personality name associated with the personality. All POP personalities, on the other hand, are kept under *one* root folder, called the **Eudora Folder** by default.
- After your first mail-check for your IMAP account, you will see an **Inbox** under that account’s root folder in this window. The Inbox is the assigned In box for all new mail coming in to your IMAP account. Each IMAP account has its own **Inbox**.
- IMAP folders may be given a unique icon to distinguish them from POP folders. This is because IMAP folders may contain not only mailboxes and other folders but also messages. (POP folders can contain mailboxes and other folders but not messages.)
- To show or hide the contents of an IMAP folder in the Mailboxes window, click the triangle button next to the folder icon, as you would with POP folders. However, **double-clicking** on an IMAP folder opens the folder as a mailbox, so that you can view the messages contained in the folder. (Double-clicking on a POP folder, by contrast, shows or hides the folder contents in the window.)
- If the incoming mail server for at least one of your personalities is an IMAP server, then an additional button appears at the bottom of the Mailboxes window: the **Refresh** button. This button is used to refresh (update) the list of IMAP mailboxes and folders for one or more of your IMAP accounts. See “Refreshing Your List of IMAP Mailboxes and Folders” on page 98. Click the page number to display the topic.
- When moving mailboxes in the Mailboxes window via drag-and-drop, you cannot drag a mailbox from one IMAP account to another. You *can* drag a mailbox to a different folder within the same IMAP account.

Using the Mailbox and Transfer Menus with an IMAP Account

Use of the Mailbox and Transfer menus is generally the same in this case, as described elsewhere in this manual. Here are some important IMAP-related points to keep in mind:

- The root folder for an IMAP account is listed at the bottom of the Mailbox and Transfer menus, after all of the top-level POP items. A separator separates the POP section from the IMAP section. Remember that the name of a root IMAP folder is the personality name for that account. If you have more than one IMAP personality, each one is represented at the bottom of the menus. Each root folder menu item has its own submenu that lets you access the remaining folders and mailboxes in that account.
- After your first mail-check for an IMAP account, an **Inbox** mailbox item is added to that IMAP submenu on the Mailbox and Transfer menus. The Inbox is the assigned In box for all new mail coming in to your IMAP account. Each IMAP account has its own **Inbox**.
- Each IMAP submenu under the Mailbox and Transfer menus contains a **New...** command for creating new mailboxes in the account. See “Creating New IMAP Mailboxes and Folders” on page 95. Click the page number to display the topic.
- IMAP submenus under the Mailbox and Transfer menus may have a command called **This Mailbox**. Selecting this command opens the containing IMAP folder as a mailbox, so that you can view the messages contained in that folder. Remember that, unlike POP folders, IMAP folders may contain not only mailboxes and other folders but also messages.

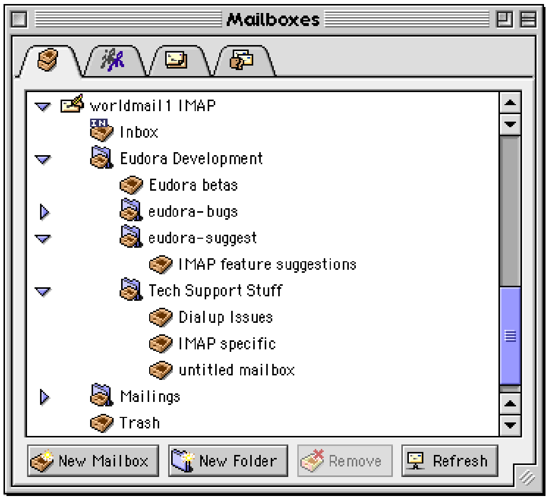
Creating New IMAP Mailboxes and Folders

Creating an IMAP personality, as you did at the beginning of this chapter, adds a root IMAP folder to your mailbox and folder structure. The root folder carries the name of the personality, and is available on the Mailbox and Transfer menus and in the Mailboxes window. You can now create new mailboxes and folders under that root IMAP folder.

To create new IMAP mailboxes and folders, use the same methods as you do with POP:

- Use the **New...** command on the IMAP submenu under the Mailbox and Transfer menus.
- Use the **New Mailbox** and **New Folder** buttons at the bottom of the Mailboxes window (**Window>Mailboxes**).

When you create new IMAP mailboxes and folders, these items are added to the Mailbox and Transfer menus and to the folder structure in the Mailboxes window. See the following example of IMAP mailboxes and folders.


Mailboxes
worldmail1 IMAP
Inbox
Eudora Development
Eudora betas
eudora-bugs
eudora-suggest
IMAP feature suggestions
Tech Support Stuff
Dialup Issues
IMAP specific
untitled mailbox
Mailings
Trash
New Mailbox
New Folder
Remove
Refresh

Example of IMAP Mailbox and Folder structure

For more information on these mailbox and folder creation methods, see “Working with Mailboxes” on page 109. Click the page number to display the topic. Here are some IMAP-related points to keep in mind:

- If an IMAP folder is selected in the Mailboxes window when you click the **New Mailbox** or **New Folder** button, Eudora creates the new mailbox or folder inside the selected folder.
- When you create a new IMAP mailbox or folder, the mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See “Refreshing Your List of IMAP Mailboxes and Folders” on page 98. Click the page number to display the topic.)

Renaming IMAP Mailboxes and Folders

To rename an IMAP mailbox or folder, use the same procedure as you would with a POP item:

1. Select **Window>Mailboxes** to open the Mailboxes window.
2. Click on the name box for the item you want to rename. After a brief pause the name is highlighted for editing.
3. Type the new name and press **Return**.

The new name is also reflected on the Mailbox and Transfer menus.

Moving an IMAP Mailbox or Folder into Another Folder

In the open mailboxes window (**Window>Mailboxes**), you can move IMAP mailboxes and folders into other folders using the same method as with POP: drag and drop.

However, take note: You can drag mailboxes and folders into other folders within the same IMAP account, but you *cannot* drag IMAP mailboxes and folders into a folder in a *different* IMAP account.

Removing IMAP Mailboxes and Folders

To remove (delete) one or more IMAP mailboxes or folders, use the same procedure as you would with POP items:

1. Select **Window>Mailboxes** to open the Mailboxes window.
2. Select the item(s) you want to remove, and click the **Remove** button at the bottom of the Mailboxes window, or press the **Delete** key on the keyboard. A dialog appears asking you to confirm the removal.
3. Click **Remove It** to remove the item. If you selected more than one item, you are prompted to delete each item. Click **Remove It** to delete the items one at a time, or click **Remove All** to delete all of the items in one stroke, without further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes, folders, or messages are stored, then all the messages, mailboxes, and folders contained within the selected mailbox or folder are also removed.

Here's what happens when you remove an IMAP mailbox or folder:

- The item is deleted from the IMAP server.
- The item is removed both from the Mailboxes window and from the Mailbox and Transfer menus.

  Note. Unlike with POP items, deleted IMAP items *cannot* be recovered. In particular, they are *not* moved to the Finder's Trash.
- The mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See "Refreshing Your List of IMAP Mailboxes and Folders" on page 98. Click the page number to display the topic.)

Note on Removing the Root IMAP Folder (Removing an IMAP Personality)

You cannot delete a root IMAP folder using the above step-by-step procedure for removing IMAP mailboxes and folders, since this is tantamount to deleting a personality.

You must delete the IMAP personality from the Personalities window (**Window>Personalities**, select the item and click **Remove**) or from the Personalities Settings (**Special>Settings...>Personalities**, select the item and click **Remove**).

When you delete an IMAP personality, you also delete all of its local cache folder in the IMAP Folder.

You cannot delete your Dominant personality, whether IMAP or POP. But you can convert your Dominant personality's **Server Configuration** setting from **IMAP** to **POP**, in the Checking Mail Settings or the Personality Extras Settings. This removes your local cache folder for the IMAP account.

For more information on personalities, see "Using Personalities (Multiple Email Accounts)" on page 37. Click the page number to display the topic.

Opening an IMAP Folder as a Mailbox

Because an IMAP folder can contain messages as well as mailboxes and other folders, you want to have a way to open an IMAP folder as a mailbox, so that you can view and manage the messages in that folder. Eudora provides two ways to do this.

In the Mailboxes window (**Window>Mailboxes**):

- **Double-click** on the folder icon. A mailbox window opens for that folder. (To show or hide the list of mailboxes and folders contained in that folder, click the triangle button next to the folder icon.)

On the Mailbox or Transfer menu:

- Select the command **This Mailbox** under the submenu for that folder. A mailbox window opens for the folder, containing the messages in that combination folder/mailbox.

Resynchronizing an IMAP Mailbox or Folder

You might have one Macintosh at work, another at home, a third at school, and a fourth — a laptop — that you carry around with you for travel. Because of this scenario, your IMAP mailboxes and folders need to by resynchronized.

For example, let's say that you have only one mailbox in your IMAP account, an **Inbox**, where you receive all your mail. Suppose you're at one Macintosh and you check your new mail, which results in new messages being transferred to the Inbox. Then you go to another Macintosh and delete some of the messages in your Inbox. Then you go to a third Macintosh and change the status of some of the messages in your Inbox.

None of the Macintoshes have any idea what you've done to your Inbox from any other Macintosh until you *resynchronize* the mailbox, which updates all operations performed on the mailbox from all computers that have access to the mailbox. In fact, in some cases, other users might be able to access your mailboxes (or at least some of them), which adds an additional variable of change to the equation.

Resynchronization is done on a mailbox-by-mailbox basis. You can also resynchronize an IMAP folder as a mailbox, if it contains messages.

To resynchronize or "sync up" any IMAP mailbox, do one of the following:

- Open the IMAP mailbox, either by selecting it from the **Mailbox** menu, or by double-clicking on its icon in the open mailboxes window (**Window>Mailboxes**). To open an IMAP folder as a mailbox, select **This Mailbox** from the folder's submenu on the **Mailbox** menu, or double-click on the folder icon in the open Mailboxes window.
- Check mail for the IMAP personality: Open the Personalities window (**Window>Personalities**), select the personality item (click the icon), and click the **Check Mail** button at the bottom of the window. Alternately, if the personality is configured in the Personalities Settings (**Special>Settings...>Personalities**) to check mail during manual or automatic mail checks, select **File>Check Mail** or simply wait for the next automatic mail check.

When you resynchronize a mailbox, its contents are completely updated according to all operations that have been performed on the mailbox from all computers that have access to it.

Refreshing Your List of IMAP Mailboxes and Folders

Refreshing is a somewhat simpler concept than resynchronization.

Resynchronization deals with changes at the message level, coordinating all changes made to the messages in a particular mailbox from any number of different computers. Refreshing, on the other hand, works at the mailbox and folder level, coordinating all changes made to the list of mailboxes and folders for that particular IMAP account, from any number of computers, as mailboxes and folders are added, deleted, renamed, and otherwise changed.

Because the mailboxes and folders in your IMAP account are stored remotely, on the IMAP server, you can change any of these from other computers, and in fact other users who have access to these items can change them as well.

The Mailboxes window does not reflect the “real-time” status of the mailbox and folder list for your IMAP account(s), and between mail checks, a disparity can grow between what appears in a particular IMAP list and what is actually on that IMAP server, as new mailboxes are added to the account and existing ones are changed or removed.

To refresh the list of mailboxes and folders for one or more of your IMAP accounts, so that the Mailboxes window (and the Mailbox and Transfer menus) shows the latest update of what is actually on each IMAP server, do the following:

1. Select **Window>Mailboxes** to open the Mailboxes window.
2. Click on the icon of the root IMAP folder whose list of items you want to refresh. If you want to refresh more than one list, select your desired multiple root IMAP folders, using standard multi-selection methods.
3. Click the **Refresh** button at the bottom of the Mailboxes window to refresh the list of mailboxes and folders for each selected IMAP account. (Refresh button appears only if you have IMAP mailboxes set up.)

To refresh the mailbox and folder lists for *all* of your IMAP accounts at once, do the following:

1. Select **Window>Mailboxes** to open the Mailboxes window.
2. Without making any selections, hold down the **Option** key and click the **Refresh** button.

When you refresh the list for an IMAP account, the list of mailboxes and folders is updated according to what actually appears on that account’s IMAP server at that time. The Mailbox and Transfer menus are also updated to show the current IMAP mailbox and folder hierarchy.

Creating and Using IMAP Trash Mailboxes

Eudora gives you the option to create a Trash mailbox on the remote IMAP server corresponding to your IMAP account. You can do this for each IMAP account you have.

Keeping a Trash mailbox on your IMAP server lets you manage your discarded IMAP messages exactly the way you would manage messages in a local (POP) Trash mailbox.

When you delete messages in that IMAP account with the **Trash mailbox on the IMAP server** option off, the messages are marked for deletion but they remain in their mailboxes. If you then want to remove them from the IMAP server, you must open each mailbox that contains deleted messages, and either hold down the **Option** key and select **Special>Remove Deleted Messages**, or click the mailbox size display at the bottom left of that mailbox's message summary list. In short, without a Trash mailbox on the IMAP server, removal of messages marked for deletion must be done on a mailbox-by-mailbox basis.

If you have a Trash mailbox on your IMAP server, on the other hand, then when you delete messages in that IMAP account, the messages are moved (transferred) to the Trash mailbox. You now have your deleted messages gathered together in one place, and you can either examine them in the Trash mailbox to see which ones you want to permanently remove from the IMAP server, or you can remove all of them *en masse*, with one command.

Some people like to use a Trash mailbox as a message warehouse of sorts, going in periodically to see which messages to revive or throw away, but having them around in case they want to resurrect them later. Others like to use the Trash mailbox as a waste can, emptying it of discarded messages every day, or after every session.

Usually, the **Use a trash mailbox on the IMAP server** option is already turned on by default. However, to turn on this feature and use a Trash mailbox on the IMAP server for one of your IMAP accounts, do the following.

1 Select **Special>Settings...>Personality Extras** to display the Personality Extras Settings.

2 Select your desired IMAP personality from the **Personality** popup.

3 Check the **Use a trash mailbox on the IMAP server** box to turn it on.

4 Click **OK** to save your changes and close the Settings dialog.

The first time you delete or transfer a message from a mailbox in that IMAP account, Eudora will try to create a trash mailbox on that server. If it fails, Eudora will prompt you to select a trash mailbox manually.

You can also select the **New...** command under the IMAP submenu of the mailbox selection menu to create a new mailbox to be used as the Trash mailbox on that IMAP server.

If you use a Trash mailbox for any of your IMAP accounts, then emptying the Trash is accomplished using a variation of the **Empty Trash** command under the **Special** menu.

Here are three variations of this command and what they each accomplish. Assume that you have either IMAP accounts only or a mixture of IMAP and POP accounts.

- Selecting **Special>Empty Trash** empties your local (POP) Trash mailbox along with any remote (IMAP) Trash mailbox for any IMAP server you've connected to recently.
- Holding down the **Option** key and selecting **Special>Empty All Trash Mailboxes** empties both the local (POP) Trash mailbox and all IMAP Trash mailboxes you have created on the IMAP servers for your IMAP accounts.
- Holding down the **Shift** key and selecting **Special>Empty Local Trash Mailbox** empties the local (POP) Trash mailbox only.

When you empty an IMAP Trash mailbox, the messages in the mailbox are completely removed from both your Macintosh (the corresponding cache folder in the IMAP Folder) and the IMAP server. For more details on deleting IMAP messages, see "Deleting IMAP Messages" on page 101. Click the page number to display the topic.

Note. If the **Empty Trash on Quit** option is turned on in your Miscellaneous Settings (**Special>Settings...>Miscellaneous**), then when you quit Eudora, your local (POP) Trash mailbox is emptied, along with any remote (IMAP) Trash mailboxes for any IMAP account whose server you have been recently connected to. That is, **Empty Trash on Quit** performs what selecting **Special>Empty Trash** would perform.

If the **Use a trash mailbox on the IMAP server** option is turned off in the Personality Extras Settings for a particular IMAP account, then to remove deleted messages in that account, you must do the following, as described above: For each mailbox in that account that contains deleted messages, open the mailbox and either hold down the **Option** key and select **Special>Remove Deleted Messages**, or click on the mailbox size display at the bottom left of the mailbox's message summary list.

Deleting IMAP Messages

If you have the **Use a trash mailbox on the IMAP server** option turned off, all new messages are delivered to your IMAP server and are kept there until you manually delete them.

Also, whenever you retrieve a message, either in part or in full, from the IMAP server to your Macintosh—either during a mail check or through another activity that retrieves messages—a copy of the message is kept on the IMAP server until you manually delete it.

Therefore, to delete an IMAP message, you must delete it from the IMAP server. To delete messages, you must perform two steps:

- First mark the message for deletion
- Remove all messages marked for deletion from a mailbox.

To Mark a Message for Deletion

If the **Use a trash mailbox on the IMAP server** option is turned off for that IMAP account in the Personality Extras Settings (**Special>Settings...>Personality Extras**), you can mark the message for deletion using one of these methods:

- Select or open the message and select **Message>Delete**.
- Select or open the message and click the **Delete** toolbar button on the main toolbar.
- Select the message summary and press the **Delete** key. (Not available when the message is open.)
- Select the message summary and press the **Command+D** keys.
- Select or open the message and select **Message>Change>Server Options>Mark as Deleted**.
- Select the message summary, hold down the mouse button on the Server Status column, and select **Mark as Deleted** from the popup menu.

The following indicates that an IMAP message has been marked for deletion:

- A check mark appears next to the **Message>Change>Server Options>Mark as Deleted** command when the message is open or selected.

- A hollow diamond appears next to the **Mark as Deleted** option on the Server Status column popup for the selected message.

To Unmark a Message for Deletion

If you mark an IMAP message for deletion and then change your mind, you can unmark the message so that it won't be deleted from the IMAP server. You must unmark the message before you perform an operation that removes all messages marked for deletion.

To unmark an IMAP message that is marked for deletion, first open the IMAP mailbox or folder containing the message, then do one of the following:

- Select or open the marked message and again select **Message>Change>Server Options>Mark as Deleted**.
- Select the message summary for the marked message, hold down the mouse button on the Server Status column, and again select **Mark as Deleted** from the popup menu.

The small icon in the Server Status column indicating the "marked for deletion" status of the message is removed. The checkmark next to the **Message>Change>Server Options>Mark as Deleted** command is removed for the open or selected message, and the hollow diamond next to the **Mark as Deleted** option on the Server Status column popup is also removed for the selected message.

To Remove All Messages Marked for Deletion

To remove all messages marked for deletion in a particular IMAP mailbox, open the mailbox and then do one of the following:

- Click on the mailbox size display (the "compact mailbox" button) at the lower left corner of the message summary list.
- Hold down the **Option** key and select **Special>Remove Deleted Messages** (normally the **Empty Trash** command).

When you perform either of the above actions, all messages marked for deletion in that mailbox are permanently removed from the mailbox. They are completely removed both from the IMAP server and from your Macintosh.

Note. Once you remove marked messages using the above methods, these messages are completely gone and cannot be recovered.

Automatically Deleting IMAP Attachments

When you delete IMAP messages, you can have their attachments automatically deleted. To do this, take these steps:

1. Turn on the **Trash attachments with messages** option in the Attachments Settings (**Special>Settings...>Attachments**).
2. Make sure the attachments, if retrieved, are still in the **Attachment Folder** (or the folder you have specified for attachments).

If you have these options turned on and you want to delete an IMAP message but save its attachment, move the attachment into another folder before deleting the message.

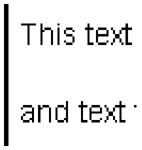
Important. If you delete a message from the IMAP server whose attachments have not been totally or partially retrieved, the attachments will be deleted from the server. Make sure you have retrieved all wanted attachments before deleting the message and its attachments.

Replying to a Message

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for details on special considerations when replying to an IMAP message. Click the page number to display the topic.

To reply to the current message, select **Message>Reply**. A new message window appears with the original sender’s address automatically placed in the **To** field of the header. All of the sender’s original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

The sender’s text is quoted with a left sidebar, also called an *excerpt bar*.



This text

and text

Quoted text with excerpt bar

Messages that have been replied to are identified with a left arrow (←) in the Status column of their message summary.

Using the Reply Functions

There are several options that you can use when replying to messages.

To quote only some of the sender’s text, select the text you want, then hold down the **Shift** key and select **Message>Reply Quoting Selection**.

To include everyone who received the original message, hold down the **Option** key and select **Message>Reply To All**. Or, turn on the **Reply to all By default** option in the Replying Settings (**Special>Settings...>Replying**), and the Message menu option changes to **Reply To All.** In this case, you must hold down the **Option** key to create a reply to only the original sender.

To include yourself as a recipient, turn on the **When replying to all Include yourself** option in the Replying Settings. This applies only if you are using Reply To All.

Note. To determine who you are for the **Include yourself** option, Eudora uses the “me” nickname, if you have one. If you do not have a “me” nickname set up in your Address Book, Eudora uses the contents of the **Username**, **Mail Host**, and **Return address** fields from the Getting Started Settings. (Incoming mail personalities are usually of the form `username@mailhost`.) The “me” nickname is particularly useful if you have multiple addresses and do not want replies to go to any of those addresses.

To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), turn on the **When replying to all Put original To: recipients in Cc: field, not To: field** option in the Replying Settings. Only the original sender's address is put in the **To** field. This only works if you are using Reply To All.

To ensure that each time you reply to a message, your reply has the same message priority as the original message, turn on the **Copy original's priority to reply** option in the Replying Settings.

Note. If you copy text from an incoming message to the clipboard, then paste it as a quotation into your reply (**Edit>Paste As Quotation**), an attribution line is included for the quoted text. Here's a sample attribution line: "At 10:24 PM -0600 1/20/99, Steve Dorner wrote:". If you copy, then paste as quotation, blocks of text from different incoming messages into the same reply message, then an attribution line will be included for each pasted block of text. In this way you can reply to multiple people in one message.

Replying with a Stationery File

To reply to a message with a stationery file, open or highlight the message you are replying to, then select the stationery from the **Message>Reply With** submenu. The stationery file is opened as a reply message and is addressed as appropriate (your Replying Settings are used). For details about stationery, see "Using Stationery" on page 42. Click the page number to display the topic.

To reply to a message with a stationery file and only quote some of the sender's original text, select the text you want to quote, then hold down the **Shift** key and select the stationery from the **Message>Reply Quoting Selection With** submenu. If no text is selected, Eudora does not quote any text.

Other ways to reply with stationery:

- With the Stationery window open (**Window>Stationery**), drag an open message by its Tow Truck, or drag selected message summaries in a mailbox window, onto a stationery item in the Stationery window. A reply is initiated using the selected stationery.
- With the Personalities window open (**Window>Personalities**), drag an open message by its Tow Truck, or drag selected message summaries in a mailbox window, onto a personality icon in the Personalities window. A reply is initiated from that personality, and the stationery stored with that personality is used in the reply.
- Set up a filter that uses the **Reply With** filter action. For more details, see "Filtering Messages" on page 125 and "Filter Actions" on page 132. Click the page number to display the topic.

Forwarding a Message

Note. IMAP users: See "Managing Your Mail on the IMAP Server" on page 84 for details on special considerations when forwarding an IMAP message. Click the page number to display the topic.

Any message can be forwarded to someone else. To forward the current message, select **Message>Forward**. A new message window appears with the following:

- Your address in the **From** field.

- The original Subject in the **Subject** field, preceded by “Fwd:” and a space.
- The full message header and body text of the original sender’s message, quoted in the body of your message.
- The original attachments placed in the **X-Attachments** field, ready to be sent with the forwarded message.

  Note. If you forward an outgoing message (a message you sent), the attachments are not automatically included.

For details on how text is quoted, see “Replying to a Message” on page 103. Click the page number to display the topic.

Make any changes you want, and type the recipient’s address in the **To** field. The message can then be sent or saved for further changes.

To forward a message with just the original text without quote characters, hold down the **Option** key and select **Message>Forward**.

Messages that have been forwarded are identified with a right arrow (➔) in the Status column of their message summary.

Another way to forward a message:

- Set up a filter that uses the **Forward To** filter action. See “Filtering Messages” on page 125 and “Filter Actions” on page 132. Click the page number to display the topic.

Redirecting a Message

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for details on special considerations when redirecting an IMAP message. Click the page number to display the topic.

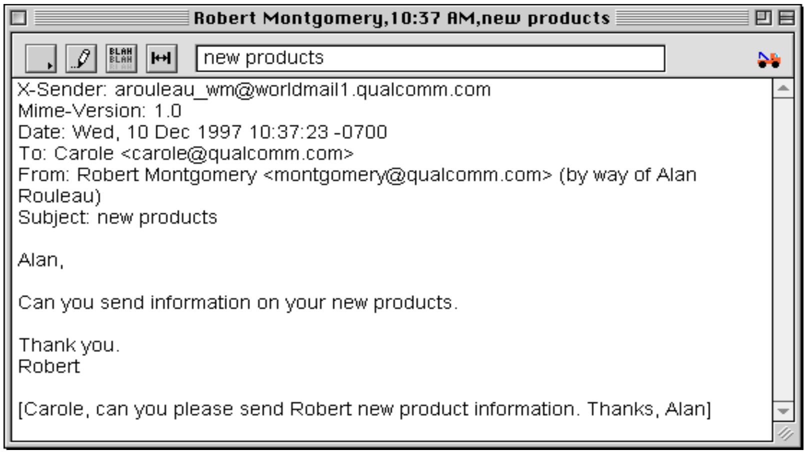
Incoming messages can be sent to a new recipient “by way of” you, maintaining the original sender’s address in the **From** field. This is called redirecting.

To redirect the current message, select **Message>Redirect**. A new message window appearsite with the following:

- The original sender’s email address (and real name if applicable) in the **From** field, followed in parentheses by the expression “by way of ____,” where the blank is filled in with your real name or email address.
- The original Subject in the **Subject** field.
- The original sender’s message text in the body of your redirected message (unquoted).
- The original attachments placed in the **X-Attachments** field, ready to be sent with the redirected message.

Make any changes you want, and type the recipient’s address in the **To** field. The message can then be sent or saved for further changes.

Note. You may want to enclose any changes in brackets ([ ]) so that you don’t confuse the recipient about who wrote what.



X-Sender: arouleau_wm@worldmail1.qualcomm.com
Mime-Version: 1.0
Date: Wed, 10 Dec 1997 10:37:23 -0700
To: Carole <carole@qualcomm.com>
From: Robert Montgomery <montgomery@qualcomm.com> (by way of Alan Rouleau)
Subject: new products

Alan,

Can you send information on your new products.

Thank you.
Robert

[Carole, can you please send Robert new product information. Thanks, Alan]

A redirected message

Messages that have been redirected are identified with a diagonal arrow pointing up and right (↗) in the Status column of their message summary.

Another way to redirect a message:

- Set up a filter that uses the **Redirect To** filter action. See “Filtering Messages” on page 125 and “Filter Actions” on page 132. Click the page number to display the topic.

Turbo Redirecting

You can redirect one or more messages to someone on your Quick Recipient List, queue the new message (without displaying it), and delete the original message, all with one command. To do this, hold down the **Option** key and select the recipient from the **Message>Turbo Redirect To** submenu.

To Turbo Redirect a message without deleting the original, hold down the **Shift** and **Option** keys and select the recipient from the **Message>Turbo Redirect Without Delete To** submenu.

To make **Turbo Redirect To** appear as the default submenu on the Message menu, in place of the Redirect To submenu, turn on the **Turbo redirect by default** option in the Miscellaneous Settings (**Special>Settings...>Miscellaneous**). (Note that this option does not affect the Redirect command on the Message menu: only the Redirect To submenu.) To do a regular redirect with this option on, hold down the **Option** key and select a recipient from the **Message>Redirect To** submenu.

For more information on the Quick Recipient List, see “Using the Address Book and Quick Recipient List” on page 161. Click the page number to display the topic.

Redirect and Signatures

When you use **Message>Redirect** (or the **Redirect To** filter action), your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches either your return address or one of the addresses belonging to your nickname called “me,” if you have one set up in your Address Book.Sending Rejected Messages Again

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for details on special considerations when resending an IMAP message. Click the page number to display the topic.

If for some reason an email message cannot be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient’s address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it. To do this for the current message, select **Message>Send Again.** This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

The **Send Again** command is also useful for resending saved messages, such as those in your Out box or those you’ve Cc’ed to yourself, in order to spare yourself some retyping. You can send the same message to another recipient to avoid having to retype the whole message, or you can send a different message to the same recipients to avoid having to retype their addresses in the header fields. In this sense, the **Send Again** command lets you treat any stored message (whether incoming or outgoing) as a stationery file.

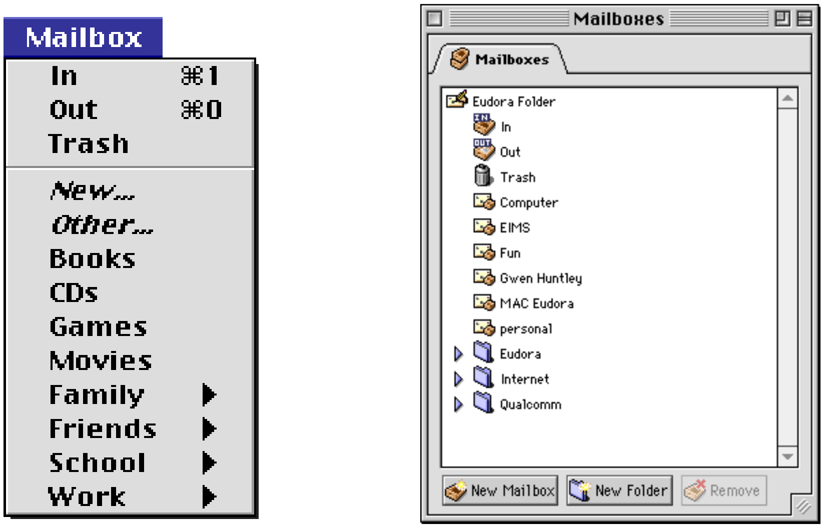
Working with Mailboxes

Opening a Mailbox

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on working with IMAP mailboxes. Click the page number to display the topic.

To open a mailbox, select it from the **Mailbox** menu. To open a mailbox that is within a folder (referred to as a “nested” mailbox), select the folder in the **Mailbox** menu, then select the mailbox from the submenu (or continue selecting subfolders until the mailbox can be selected).

Or, open a mailbox from the Mailboxes window (**Window>Mailboxes**). The Mailboxes window displays all the mailboxes and folders in your Eudora Folder.


Mailbox
In ⌘1
Out ⌘0
Trash
New...
Other...
Books
CDs
Games
Movies
Family
Friends
School
Work
Mailboxes
Mailboxes
Eudora Folder
In
Out
Trash
Computer
EIMS
Fun
Gwen Huntley
MAC Eudora
personal
Eudora
Internet
Qualcomm
New Mailbox
New Folder
Remove

Mailbox menu and Mailboxes window

Opening Other Mailboxes

You can open a mailbox that is located outside the Eudora Folder (on a different network volume, for example). To do this, select the **Mailbox>Other...** command. A standard file dialog appears asking you to select the mailbox.

Once you have opened a mailbox using **Other...**, it remains on the Mailbox and Transfer menus until you quit Eudora. However, if you open the mailbox within a folder or subfolder, it remains on the Mailbox and Transfer menus indefinitely, even if you quit and restart Eudora.

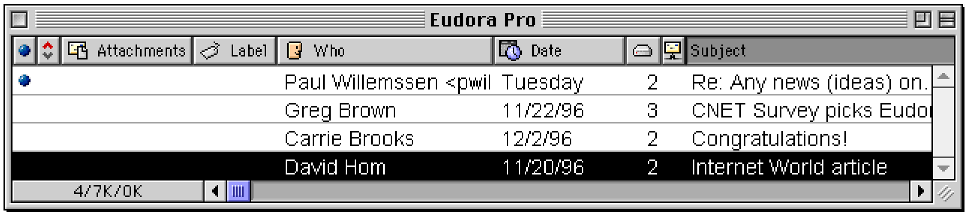
Note. You can also double-click on any mailbox in the Finder to open it.

The Anatomy of a Mailbox

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on working with IMAP mailboxes. Click the page number to display the topic.

Mailbox windows are at the heart of Eudora’s function. These windows contain all of your incoming and outgoing message summaries. Additionally, if the **Show message previews by default** setting is turned on in the Mailbox Display Settings (**Special>Settings...>Mailbox Display**), mailbox windows also show the *message preview pane*.

To open a mailbox, select it from the **Mailbox** menu, or double-click on it in the **Mailboxes** window (**Window>Mailboxes**).



	Who	Date		Subject
●	Paul Willemssen <pwil	Tuesday	2	Re: Any news (ideas) on.
	Greg Brown	11/22/96	3	CNET Survey picks Eudo
	Carrie Brooks	12/2/96	2	Congratulations!
	David Hom	11/20/96	2	Internet World article

A mailbox window

Message Summaries

Each line in a mailbox window represents a message and is called a *message summary*. To select one or more message summaries, use one of the following methods:

- To select one summary, click on it.
- To select a range of summaries, click on the first (or last) summary in the range, hold down the **Shift** key, and click on the last (or first) summary in the range.
- To make “disjoint” selections, hold down the **Command** key and click on summaries.
- To select all the summaries that are from or to the same person, hold down the **Option** key and click on the name in a summary. The summaries are grouped as well as selected. You can perform this same function for any column in the mailbox window: size, priority, etc.
- To select a summary that best matches the letters you type, type the first few letters of a sender or recipient’s name (or the Subject, if the mailbox is currently sorted by Subject).

Each message summary is divided into columns: Status, Priority, Attachments, Label, Sender/Recipient, Date, Size, Server Status, and Subject. You can show or hide these columns using the Mailbox Display Settings (**Special>Settings...>Mailbox Display**).

A message’s Status, Priority, Label, and Server Status can be changed directly in the mailbox window. To do this, click on the message summary column you want to change. The pointer displays as the popup menu symbol (▤). Hold down the mouse button and select an option from the popup menu.

The Attachment column also has a popup menu: if the message summary indicates that the message contains attachments, click and hold down the mouse button on the Attachment column of the message summary. The popup menu displays all attachments associated with that message, by file name. Select one of the files to open that attachment.

You can copy the text in one or more message summaries. To do so, select the summaries and then select **Edit>Copy.** The information in each selected summary is copied. This information can be pasted into a new message or a text file for record keeping or later use.

The Status Column

This column displays the message status. You can use the popup to change the status to another available status, depending on whether the message is incoming or outgoing.

●	The message has not been read (all mailboxes except Out), or (Out mailbox only) is queueable/sendable but has not been queued or sent.
<blank>	The message has been read (all mailboxes except Out), or (Out mailbox only) is not yet able to be queued or sent because it has no recipients in the **To:** or **Bcc:** field.
←	The message has been or is being replied to (**Reply** has been chosen).
→	The message has been or is being forwarded (**Forward** has been chosen).
↗	The message has been or is being redirected (**Redirect** has been chosen).
?	The message needs to be rebuilt; it cannot be sent.
Q	The message is queued to be sent (outgoing messages only).
🕒	The message is queued to be sent at a specified time (outgoing messages only).
✓	The message has been sent (outgoing messages only).
—	The message was transferred from the Out mailbox before being sent.
✕	The message cannot be sent because of an error. Usually the error is in the recipient's email address.

...	The message is currently being sent.

The Priority Column

This column displays the message priority. You can use the popup to set a particular priority, or to raise or lower the priority.

⏫	Highest priority
▲	High priority
<blank>	Normal priority
▼	Low priority
⏬	Lowest priority
Raise	Raise the priority one level.
Lower	Lower the priority one level.

For more information on message priorities, see “Setting the Message Priority” on page 49. Click the page number to display the topic.

The Attachments Column

This column displays the attachment icon (📄) if a message has attached documents.

If the message does have attached documents, use the Attachment column popup to see the file names of the attached documents, and also to open the attachments: Click and hold down the mouse button on the Attachment column of the message summary, and either view the items on the popup, or select one of the items to open that attachment.

The Label Column

This column displays the message label. You can assign labels to incoming messages either manually, by selecting the label from the popup in this column of the message summary (or from the **Message>Change>Label** submenu); or automatically, using filters (see “Filtering Messages” on page 125; click the page number to display the topic.). When a message summary is assigned a label, the entire summary (text only) changes color to match the label color.

Note. There are two kinds of labels: Finder and Eudora. Finder label colors and titles are assigned in the Macintosh Preferences dialog (**Edit>Preferences...** in the Finder) or in the Macintosh Label control panel. Eudora label colors and titles are assigned using the Eudora Labels Settings (**Special>Settings...>Eudora Labels**).

The Sender/Recipient Column

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

To select all the message summaries from a particular sender or recipient, hold down the **Option** key and click on the name of one of the message summaries from that person. The summaries are grouped as well as selected. To ungroup them, perform a sort operation (e.g., click on the Date column heading).

Note. Bugs in some incoming servers/mail transport systems cause Eudora to display the sender of incoming messages as ???@???. This is because the required From: header is missing. If you encounter such a message, see your email administrator. Administrators can obtain a copy of **qpopper** from `ftp.eudora.com` that may correct the problem (see “Sources” on page 273; click the page number to display the topic.).

The Date Column

This column displays the date and time the message was composed, or, for timed outgoing messages, the date and time the message is scheduled to be sent.

Eudora uses two methods of displaying date information in mailbox windows: Age-sensitive and Fixed (this is set in the Date Display Settings, **Special>Settings...>Date Display**). If **Age-sensitive** is selected, mail that arrives today has a time stamp, mail that arrived within the last six calendar days is stamped with the day of the week, and mail that arrived prior to the previous week is stamped with the date. If **Fixed** is selected, all mail messages are stamped with the date and time, with the date formatted according to the short date format in current use by your Macintosh and the time formatted according to the current time format.

The Size Column

This column displays the size of the message in kilobytes, or K, where 1K = 1024 bytes.

The Server Status Column

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on the use of the **Deleted on IMAP Server** option in the Server Status column popup menu, as well as the meaning of the icon that appears in the column. Click the page number to display the topic.

This column displays the action that is to be done to the corresponding message on the server. The next time you check mail, the server status you requested is automatically completed. You can change the desired server status using the popup in this column.

⊥	Do Nothing	Don’t do anything with the message on the server.
⬇	Fetch from Server	Download the whole message from the server.

	Delete from Server	Delete the message from the server.
	Fetch & Delete	Download the whole message from the server, then delete it from the server.
⊘	Deleted on IMAP Server	**IMAP only:** This message is marked for deletion. Delete it from the IMAP server the next time **Remove Deleted Messages** is selected or the Trash mailbox is emptied on that IMAP server (if a Trash mailbox exists).

Note. You can also use the Mail Transfer Options dialog to control the mail transfer (on the POP server only). For details, see “Checking for Mail with Special Server Instructions” on page 82. Click the page number to display the topic.

The Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see “Editing Incoming Messages” on page 78. Click the page number to display the topic.

Displaying and Resizing Columns

To specify which columns you want displayed in your mailbox windows, open the Mailbox Display Settings (**Special>Settings...>Mailbox Display**) and check the boxes for the columns you want to see.

To resize a column in a mailbox window, move the mouse pointer until it is over the column divider to the right of the column you want to resize. The pointer changes shape to the column resize cursor (╫).

Simply press and hold down the mouse button, drag the divider to the position you desire, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.

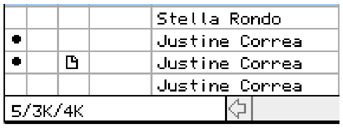
You can only shrink a column as far as its left divider. If you do that, a double divider line appears in place of the column, and the column’s contents are hidden. To redisplay the column, drag the right divider line to the right. Remember that you can also hide and show a column from the Mailbox Display Settings (**Special>Settings...>Mailbox Display**).

Note. You can also resize columns by dragging the divider lines in the headers. The pointer does not change shape in this case.

Using the Mailbox Size Display

Note. IMAP users: Clicking the mailbox size display in an IMAP mailbox removes all messages marked for deletion in that mailbox. For more details, see “Managing Your Mail on the IMAP Server” on page 84. Click the page number to display the topic. POP users: Clicking on the mailbox size display in a POP mailbox has a different function, described below.

In the lower left corner of the summary list portion of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of disk space those messages require; the third is the amount of unused disk space associated with that mailbox.



Stella Rondo
• Justine Correa
• Justine Correa
Justine Correa
5/3K/4K

A mailbox with 5 messages that takes up 3K of disk space for messages and another 4K of unused space

Unused space is created when messages are deleted from a mailbox. This unused space is automatically removed when it becomes too large.

To manually recycle the unused space in a mailbox, click on the mailbox’s size display. Or, to compact all your mailboxes (recycle all the unused space), hold down the **Option** key and click on any mailbox size display.

The Message Preview Pane

If the **Show message previews by default** setting is turned on in the Mailbox Display Settings (**Special>Settings...>Mailbox Display**), then at the bottom of every mailbox window, below the message summary list, a *message preview pane* appears.

The message preview pane shows the headers and body of the currently selected message in the message summary list.

The default preview pane is 12 lines high, but this height can be resized up or down, as described further below.

If the message currently being previewed is short enough, you will see the full message in the preview pane: headers and body. If the full message will not fit in the preview pane, Eudora normally scrolls the headers up and out of view so the preview begins with the first line of the message body. Scroll bars appear so that you can scroll up to view the headers, or down to view a long message body.

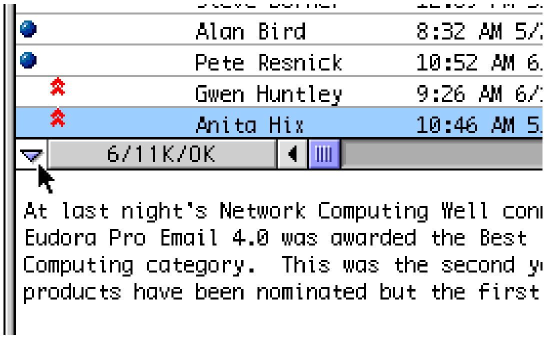
Only one message can be previewed at a time: if multiple message summaries are selected in the mailbox window, the preview pane is blank.

Press **Tab** to move the keyboard focus from the message summary list to the message preview pane (and back again). Or, simply click in the preview pane to put the focus there, or operate its scroll bar if one is available. **Note:** If the **Mark read if clicked in or tabbed to or scrolled** setting is turned on in the Mailbox Display Settings, any of these actions will change the status of an unread message (•) to read (blank).

When keyboard focus is in the preview pane, Eudora treats the preview pane like an open incoming message window. Thus, you can do the following from the preview pane:

- Press **Spacebar** to page down through the message. (This also works when keyboard focus is on the message summary being previewed, and changes an unread message to the “read” status at the end of the process.)
- Use the arrow keys, as set in the Moving Around Settings (unmodified, or modified with **Command**, **Option**, etc.), to switch to the next or previous message in the mailbox.
- Use standard commands that you would normally use in an open incoming message window, whether via the menus, the main toolbar, or keyboard shortcuts and modifiers. These include **Reply**, **Forward**, **Redirect**, **Delete**, **Transfer**, **Save As...**, **Print...**, and more.
- Double-click on an attachment name, icon, or picture to open the attachment.
- Double-click on a URL (hot link) to launch the application for that URL.

Every mailbox window has a triangle button at the bottom left of the mailbox summary list, just to the left of the mailbox size display. Click this button to show or hide the preview pane within the *current mailbox only* (this does not control whether the preview pane is shown or hidden in other mailboxes).



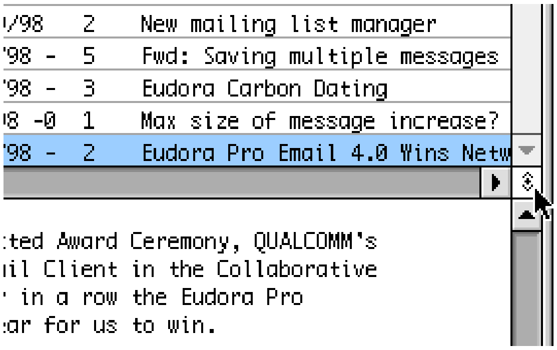
Alan Bird 8:32 AM 5/
Pete Resnick 10:52 AM 6.
Gwen Huntley 9:26 AM 6/
Anita Hix 10:46 AM 5.

At last night's Network Computing Well con
Eudora Pro Email 4.0 was awarded the Best
Computing category. This was the second y
products have been nominated but the first

Preview pane show/hide button (middle left)

If the preview pane is set to display in every mailbox window (**Show message previews by default** is turned on), you can use the triangle button to hide preview panes in mailboxes in which you don’t want to see them. If the preview pane is set to be hidden in every mailbox window (**Show message previews by default** is turned off), you can use the triangle button to show the preview pane in just those mailboxes you want.

You can change the height of the preview pane relative to the message summary list by holding down the mouse button on the preview pane size button at the bottom right of the message summary list and dragging this button up or down. This button, also called the “splitter” button, is just to the right of the horizontal scroll bar.



```
/98   2   New mailing list manager
'98 - 5   Fwd: Saving multiple messages
'98 - 3   Eudora Carbon Dating
8 -0  1   Max size of message increase?
'98 - 2   Eudora Pro Email 4.0 Wins Netw

ted Award Ceremony, QUALCOMM's
il Client in the Collaborative
 in a row the Eudora Pro
ar for us to win.
```

Preview pane size button (middle right)

The preview pane size button is only displayed when the preview pane appears in that mailbox window.

The following settings apply to any mailbox window in which the message preview pane is currently visible. These settings, which appear in the **Message preview** section of the Mailbox Display Settings (**Special>Settings...>Mailbox Display**), are independent of whether the **Show message previews by default** setting in that Settings panel is turned on or off.

- **Mark read after ? seconds.** (Default value is 5 seconds.) If this setting is on, then an unread message currently being previewed in the preview pane is marked read (blank in the Status column) after the number of seconds entered in the box. If this setting is off, an unread message being previewed is not marked read after any length of time.
- **Mark read if clicked in or tabbed to or scrolled.** If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you move the keyboard focus to the preview pane by either clicking in the preview pane, or Tabbing to the pane, or operating its scroll bar, if one is available. If this setting is off, then clicking in, tabbing to, or scrolling the preview pane will not mark the message read.
- **Mark read if “next message” used to move away.** If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you move to the next (or previous) message using the modified or unmodified arrow keys as set in the Moving Around Settings. If this setting is off, then performing such a message switch will not mark the unread message read.
- **Mark read if deleted.** If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you delete it using one of the normal deletion options (**Message>Delete**, **Delete** key, **Delete** button on toolbar, or **Transfer>Trash**). If this setting is off, then the message is *not* marked read when deleted. Note that if this setting is on and you delete the unread message currently being previewed, Eudora first marks the message read, *then* deletes it: so you will not get a warning if you have Eudora set to warn you when you delete unread messages (Extra Warnings Settings).

Note. Eudora will not automatically mark as read the new unread messages that are received following a mail check or filter action, until you take action on the first new unread message in the new list in that mailbox.

Using the Title Bar Popup Menu

In an open message or mailbox window, hold down the **Command** key and click on the title in the title bar. A popup menu appears showing the hierarchy of mailboxes and folders containing that message or mailbox.

If you select a mailbox from the menu, the mailbox window opens for that mailbox. If you select a folder, the Mailboxes window opens and the folder is highlighted in the window.

Creating Mailboxes and Folders

Note. IMAP users: See "Managing Your Mail on the IMAP Server" on page 84 for more details on working with IMAP mailboxes. Click the page number to display the topic.

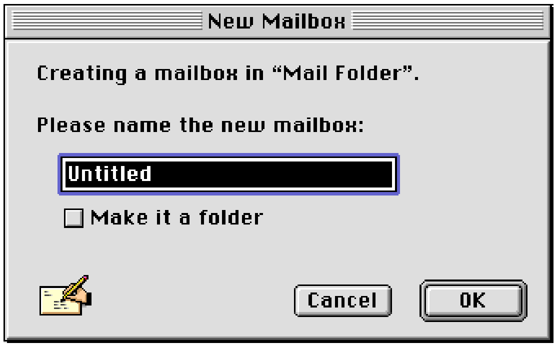
Eudora lets you create mailboxes to put messages in, and folders to put mailboxes (or more folders) in.

There are three ways to create mailboxes and folders:

- Using the **New...** command under the Mailbox menu and its folder submenus.
- Using the Mailboxes window (**Window>Mailboxes**—see "Using the Mailboxes Window" on page 119; click the page number to display the topic.). The Mailboxes window is especially useful if you want to create multiple mailboxes quickly.
- Using the **New...** command under the Transfer menu and its folder submenus (see "Transferring Messages" on page 124; click the page number to display the topic).

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, select the **Mailbox>New...** command. The New Mailbox dialog appears.



Creating a mailbox in "Mail Folder".

Please name the new mailbox:

Untitled

☐ Make it a folder

New Mailbox dialog

To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus.

To create a mail folder, type the name of the new mail folder and check the **Make it a folder** option. Click **OK** to create the folder. The New Mailbox dialog appears again. Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox appear in the Mailbox and Transfer menus.

Creating a Mailbox Within a Folder

To create a new mailbox within a particular folder, select that folder from under the **Mailbox** menu and choose **New...** from the submenu that appears.

The New Mailbox dialog appears. Type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus. You can also create a subfolder: just check the **Make it a folder** option in the New Mailbox dialog, click **OK** and when the dialog reappears, enter the name of a new mailbox to create in the subfolder and click **OK**.

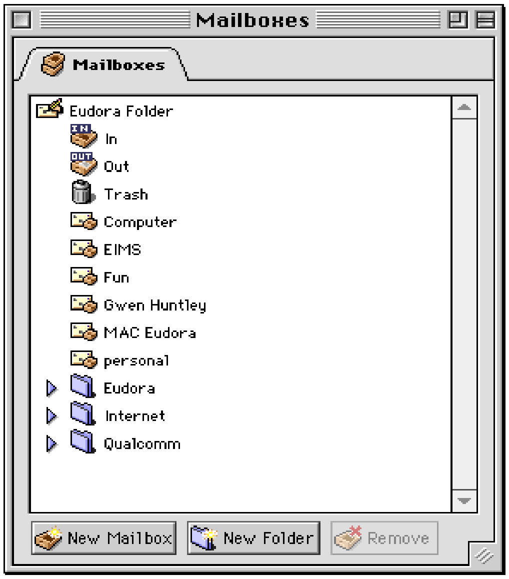
Using the Mailboxes Window

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on using the Mailboxes window with IMAP mailboxes. Click the page number to display the topic.

The Mailboxes window provides a handy place to manage your mailboxes and mail folders. Using this window, you can create, rename, and remove mailboxes and mail folders, move mailboxes and folders in and out of other folders, and move messages in and out of mailboxes.

Note. Mailboxes and folders that are underlined in the window have unread messages in them.

■ To open the Mailboxes window, select **Window>Mailboxes**.



The Mailboxes window

Three buttons appear at the bottom of the window (left to right): **New Mailbox**, **New Folder**, and **Remove**. If only the icons appear on the buttons, resize the window wider and the titles will appear as well.

Note. If you have multiple personalities and at least one uses an IMAP incoming mail server, a fourth button appears, **Refresh**. See “Managing Your Mail on the IMAP Server” on page 84 for details. Click the page number to display the topic.

Note. Like other Eudora windows, the Mailboxes window can be placed anywhere on your desktop, and left open if you like, for convenience in working with mailboxes while performing other tasks in Eudora. To move the Mailboxes window, drag it by the title bar, as you would with any Macintosh window.

To open a mailbox or mail folder in the Mailboxes window, double-click on the item. You can also open a mailbox by clicking on its icon and pressing **Return** or **Enter**.

You can move among the folders and mailboxes using the Up and Down arrow keys, and close or open folders by clicking on the triangle to the left. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected this way).

Select items in the following way:

- **Click** once to select a single item (click on the icon: click on the name only when you want to rename the item)
- Use **Shift-click** to select a contiguous range of items (click on the first item in the range, then **Shift-click** on the last item in the range: the entire range is selected)
- Use **Command-click** to make “disjoint” selections, adding or subtracting individual items from a group selection
- Use **drag-select** to select a group (you can then use **Shift-drag** to add other groups to the total selection)
- Press **Command+A** to select all items in the Mailboxes window (except the top-level Eudora Folder)

You can also drag mailboxes (but not mail folders) from the Mailboxes window to the main toolbar to add them as toolbar buttons.

Creating a New Mailbox or Mail Folder

To create a new mailbox or mail folder in the Mailboxes window, click on the **New Mailbox** or **New Folder** button at the bottom of the window. An untitled mailbox or mail folder is created and placed in one of the following locations:

- If a folder is selected, the item is placed in that folder
- If a mailbox is selected, the item is placed in the folder containing that mailbox
- If nothing is selected, the item is placed in the root folder—the Eudora Folder (or the name of the folder holding your mail; see “Eudora Folders” on page 267 for details; click the page number to display the topic.)

Type the new name into the name box and press **Return** or **Enter** or click outside the name box. If you like, drag the new mailbox or folder into another folder.

The new mailbox or mail folder is added to the Mailbox and Transfer menus, in the appropriate position.

Renaming a Mailbox or Mail Folder

To rename a mailbox or mail folder, click on the name box for the item. After a short pause, the name is highlighted for editing. Type in the new name and press **Return** or **Enter** or click outside the name box. Press the **Escape** key (**Esc**) to cancel the rename.

Note. You cannot rename the Eudora Folder or the In, Out, or Trash mailboxes.

Moving a Mailbox or Mail Folder into Another Folder

To move a mailbox or mail folder into another folder, select the item you want to move and drag it to where you want it. If you drag it over a closed folder, the folder opens so you can see its contents. It closes when you drop the item or you drag it above the folder or out of the window.

To move a mailbox or mail folder into the root folder, drag it to the Eudora Folder at the top of the list.

Note. You cannot move the Eudora Folder or the In, Out, or Trash mailboxes.

Moving Messages from One Mailbox to Another

To transfer an open message into a mailbox in the Mailboxes window, grab the open message by the Tow Truck icon in the upper right corner of the message window and drag it to the mailbox, dropping it when the mailbox is highlighted.

You can also drag one or more selected message summaries from an open mailbox window to a mailbox in the Mailboxes window, dropping them when the mailbox is highlighted.

If you drag messages over a closed folder, the folder opens so you can see its contents. It closes when you drop the messages or you drag them above the folder or out of the window.

Removing a Mailbox or Mail Folder

To remove a mailbox or mail folder, select the one(s) you want to remove and click the **Remove** button at the bottom of the Mailboxes window, or press the **Delete** key on your keyboard.

A dialog appears asking you to confirm the removal. Click **Remove It** to delete the item. If you selected more than one mailbox or mail folder, you are prompted to delete each selected item. Click **Remove It** to delete the items one at a time or click **Remove All** to remove all of them without further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox or folder are also removed.

Note. You cannot remove the Eudora Folder or the In, Out, or Trash mailboxes.

Items removed from the Mailboxes window are also removed from the Mailbox and Transfer menus. They are moved to the Finder’s Trash and can be recovered before emptying the Trash.

Organizing Your Messages

Deleting Messages

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on the procedure for deleting IMAP messages. Click the page number to display the topic.

As a safeguard against inadvertent deletions, two steps are used to delete a message from your Macintosh: first you put the message in the Trash, then you empty the Trash.

To put a message in the Trash, select the message, then select **Message>Delete**, or select **Transfer>Trash**, or press the **Delete** key, or click the **Delete** button on the main toolbar. The message is transferred to the Trash mailbox.

To delete the messages in the Trash mailbox (removing them permanently from your Macintosh), select **Special>Empty Trash**.

To delete a message permanently without sending it to the Trash first, select the message, hold down the **Shift** and **Option** keys, and select **Message>Nuke** (or use any of the delete options).

Warning: You cannot undo a Nuke operation!

If you Delete or Nuke a message that has an attachment, the attachment is moved to the Trash on your desktop. However, the **Trash attachments with messages** option must be checked in the Attachments Settings (**Special>Settings...>Attachments**), and the attachment must be in your Attachment Folder (or the folder you’ve designated to receive attachments). For this to happen, see “Automatically Deleting Attachments” following this section.

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings Settings to turn on these options (**Special>Settings...>Extra Warnings**).

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash on Quit** option is turned on in the Miscellaneous Settings.

Finally, if you want to delete just a few messages from the Trash mailbox, open the Trash mailbox, select the desired messages, and then select **Message>Delete** or press the **Delete** key. Deleting a message from the Trash removes it completely from your Macintosh.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted. To do this, turn on the **Trash attachments with messages** option in the Attachments Settings (**Special>Settings...>Attachments**), and be sure the attachments are still in the Attachment Folder (or the folder you have specified for attachments). If you have this option on and you want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

Transferring Messages

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on transferring IMAP messages. Click the page number to display the topic.

You can transfer messages freely between mailboxes. There are several ways to do this.

- Use the **Transfer** menu.
- Drag a message summary to an open mailbox.
- Drag an open message’s Tow Truck to an open mailbox.
- Drag a message to a mailbox button on the main toolbar.
- Drag a message to a mailbox icon in the Mailboxes window (see “Using the Mailboxes Window” on page 119; click the page number to display the topic).

To put a copy of a message in another mailbox (instead of transferring the message), hold down the **Option** key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert appears informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

Note. You can undo mailbox transfers using the **Undo** command under the **Edit** menu.

Using the Transfer Menu

The **Transfer** menu is one way to transfer messages between mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer** menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open message window.

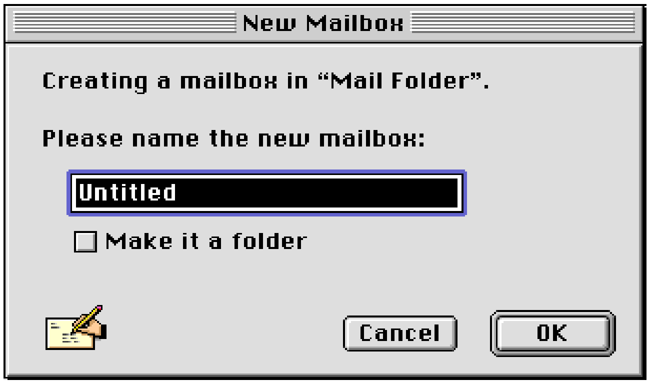
To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button. The cross pointer will change to an arrow. Drag the summary into any open mailbox window, or onto a main toolbar mailbox button you have created (see “Customizing the Main Toolbar” on page 189; click the page number to display the topic), or onto a mailbox icon in the open Mailboxes window (see “Using the Mailboxes Window” on page 119; click the page number to display the topic). When you release the mouse button, the message is transferred.

Note. You can drag a message summary to the Finder to create a new mailbox. This is good if you want to back up or transfer your mailboxes. Also: If you drag a message summary to a composition window, the sender’s address will be inserted into the recipient field in which you drop the summary.

To drag an open message to another mailbox, hold down the mouse button over the Tow Truck icon and drag the message into any open mailbox, or onto a main toolbar mailbox button you have created, or onto a mailbox icon in the open Mailboxes window. When you release the mouse button, the message is transferred.

Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time, select **Transfer>New...** instead of **Transfer>[Mailbox Name]**. The New Mailbox dialog appears.



Creating a mailbox in “Mail Folder”.

Please name the new mailbox:

Untitled

☐ Make it a folder

New Mailbox dialog

You can create a new mailbox or mail folder (for details, see “Creating Mailboxes and Folders” on page 118; click the page number to display the topic). When you are done, the current message is transferred into the new mailbox.

Filtering Messages

Note. IMAP users: See “Managing Your Mail on the IMAP Server” on page 84 for more details on filtering IMAP messages. Click the page number to display the topic.

Many of the email management functions in Eudora can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a Personal mailbox, and label all the messages from your customers as “Hot.”

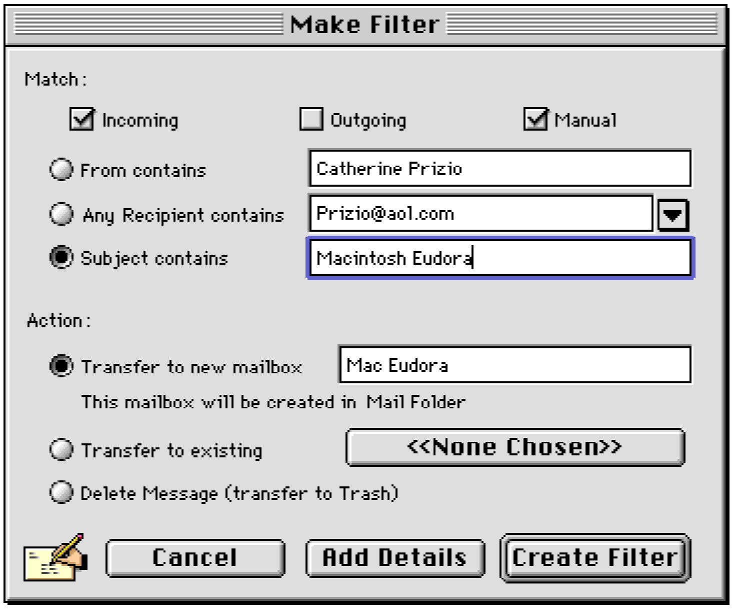
A filter can be thought of as a personal “valet” or “butler” that takes your mail and does certain things to it that you specify. One kind of filter might watch for particular mail from a mailing list and move it into a mailbox, open the message, and play a sound. Another might look for other kinds of mail and give it a label color, a high priority, and a new Subject line. You can create as many of these filters as you like and give each of them from one to five instructions on what to do with your mail that fits a certain set of criteria, based on information in the header of the message and the message body.

Quick and Simple Filters with the Make Filter Dialog

The simplest filters are those that transfer incoming messages to a particular mailbox based on the sender of the message or one or more of the recipients. For example, each time you check your mail, you may want to have Eudora take all of the incoming messages it receives from your friend Joe and automatically transfer them into a mailbox you have called “Mail from Joe.” To get Eudora to do this, you set up a simple filter.

For new Eudora users, the Make Filter dialog provides an easy way to learn how to use filters. Once you get comfortable with the simple filters created this way, you can go on to make more complex, powerful filters using the Filters window. Experienced Eudora users will find that the Make Filter dialog provides a rapid, convenient method for making a simple transfer filter.

To open the Make Filter dialog, open an incoming or outgoing message containing the information you want in your filter, or select one or more message summaries in a mailbox, and select the **Special>Make Filter...** command. The Make Filter dialog appears.



Make Filter

Match:

☑ Incoming ☐ Outgoing ☑ Manual

○ From contains: Catherine Prizio

○ Any Recipient contains: Prizio@aol.com

● Subject contains: Macintosh Eudora

Action:

● Transfer to new mailbox: Mac Eudora

This mailbox will be created in Mail Folder

○ Transfer to existing <<None Chosen>>

○ Delete Message (transfer to Trash)

The Make Filter dialog with a sample filter

Match:

The Match area of the dialog helps you set up the criteria that will determine whether or not a particular message will get acted on by this filter.

You can specify that **Incoming** messages should be considered for the filter (messages you receive from others), that **Outgoing** messages should be considered for the filter (messages you send to others), and/or that messages that satisfy the matching criteria are eligible to be filtered manually (**Manual**) when you select the **Special>Filter Messages** command. You can choose any combination of the three checkboxes **Incoming**, **Outgoing**, and **Manual**.

Note. If you create the filter using messages in your Out box, Eudora automatically checks the **Outgoing** and **Manual** checkboxes. If you create the filter using messages in any other mailbox besides Out, Eudora automatically checks the **Incoming** and **Manual** checkboxes.

- **Incoming:** Select **Incoming** for this filter to act on incoming messages, matching the content you previously entered. Incoming runs only after your messages are downloaded from the server.
- **Outgoing:** Select **Outgoing** for this filter to act on messages after you send them matching the content you previously entered. Outgoing runs only after your messages are sent.
- **Manual:** Select **Manual** when you want the filter to be executed when you choose **Special>Filter Messages**. **Manual** is checked by default.

Note. If you check **Incoming** or **Outgoing** (or both), the filter is automatic: that is, Eudora performs the filter operation behind the scenes, automatically, when you send or check mail. If you also check **Manual**, the filter becomes both automatic *and* manual: that is, you can now manually perform the filter operation as well, by selecting **Special>Filter Messages** while message summaries are selected in a mailbox window—but Eudora still filters the messages during mail sends and checks automatically. In short, checking **Manual** does not “turn off” Eudora’s automatic filtering for that filter. It just provides you another option.

Note. Making a filter **Manual** also gives you a good way to test the filter to your needs as soon as you set it up, rather than having to wait until the next time you send or check mail. After creating a **Manual** filter with the Make Filter dialog, check to see that it works the way you intended by selecting **Special>Filter Messages**; your open message or selected message summaries are immediately filtered according to the new filter.

You can choose one of three content matches: **From contains**, **Any Recipient contains**, or **Subject contains**.

From contains

Click **From contains** (the default) to match the message against the From field—the sender—of the messages you selected. If you selected multiple messages, and they do not have a common sender, this field is left blank. In either case you can edit the field. The From field of a target message must contain the information in this box but does not have to exactly equal it.

Any Recipient contains

Click **Any Recipient contains** to match the message against any of the recipients in the messages you selected (recipients are contained in the To and Cc fields and, in an outgoing message, the Bcc field). Choose one recipient from the popup list (accessed from the arrow button next to the field), or edit the text in the field. Note that the information you enter in the field must be contained in any of the recipient fields of the target message but does not have to exactly equal the recipient field.

Subject contains

Click **Subject contains** to match the message against the Subject field of the messages you selected. If you have selected multiple messages and they do not have a common Subject, this field is left blank. In either case you can edit the field. The Subject line of a target message must contain the information in this box but does not have to exactly equal it.

Note. If you select multiple messages with no common Subject, sender, or recipient, Eudora displays a message informing you so, and **Make Filter...** performs no function.

Action:

The Action area lets you determine the one action that will be performed on messages that satisfy the Match conditions you have specified for this filter. The three action choices are all message-transfer actions: they transfer the filtered message to a mailbox. For messages that satisfy your match conditions, your simple filter will, depending on your selection here, transfer the messages to either a new mailbox, an existing mailbox, or your Trash mailbox.

Transfer to new mailbox

Click **Transfer to new mailbox** to transfer the filtered message to a new mailbox that you will specify. The text field is filled in with a suggested new-mailbox name based on your selected content match condition (From, Any Recipient, or Subject). You can change this name if you like. The mailbox will be created in your Mail Folder (in your Eudora Folder under your System Folder), and it can later be moved using drag and drop in the open Mailboxes window (**Window>Mailboxes**). The new mailbox is created in your Mail Folder as soon as you create this filter.

Transfer to existing

Click **Transfer to existing** to transfer the filtered message into one of your existing mailboxes. Select the mailbox using the button next to the field. When you click the button, you can select a mailbox from the **Transfer** menu.

Delete Message (transfer to Trash)

Click **Delete Message (transfer to Trash)** to delete the message that satisfies the filter match conditions by transferring it to your Trash mailbox. This feature is useful for deleting unwanted email, or “spam” as it is commonly called in the Internet world.

Tip. If you frequently transfer messages to a certain mailbox manually, you may want to automate the process. First, open the mailbox, select a few representative messages, and select the **Special>Make Filter...** command. The **Make Filter...** function then creates a filter that matches the messages and transfers them to the mailbox of your choice.

Make Filter dialog buttons

Create Filter

After you have set up your match conditions and filter action, click **Create Filter** (the default button) to create the filter. The filter is added to the bottom of your filters list in the Filters window. The filter is available immediately and will act on messages that satisfy the conditions at the next mail check, mail send, or selection of the **Special>Filter Messages** command.

Add Details

Alternately, click **Add Details** to create your filter and also open the Filters window. There, you can add additional information to specialize your new filter. The filter is added to the bottom of your filters list and is immediately available in the form in which it was set up in the Make Filter dialog. Any changes you make in the Filters window must be saved before they become effective. See the following section “Detailed Filters with the Filters Window” for more information on the Filters window.

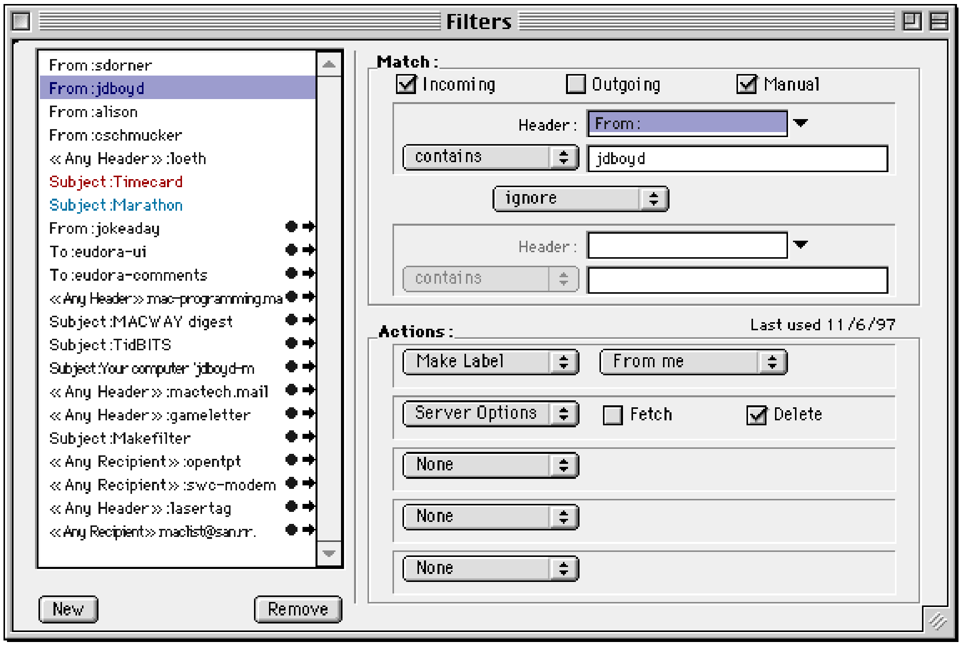
Cancel

Click **Cancel** to cancel the filter if you change your mind. The filter is cancelled and your changes are not saved.

Detailed Filters with the Filters Window

The Make Filter dialog, discussed above, lets you create quick, simple filters that perform one operation—a mail transfer—based on one match condition—a piece of header information. The Filters window lets you create more complex, powerful filters that use multiple match conditions and perform multiple filter actions. (You can also use the Filters window to create simple filters such as those created by the Make Filter dialog.)

To open the Filters window, select **Window>Filters**, or click on the Filters window’s tab if it is part of a visible tabbed window group. The Filters window appears, and any filters you have created are listed on the left. (For more information on how to manipulate the Filters window alone and as part of a tabbed window, see “Managing Windows in Eudora” on page 183. Click the page number to display the topic.)



From:sdorner
From:jdboyd
From:alison
From:cschmucker
« Any Header »:loeth
Subject:Timecard
Subject:Marathon
From:jokeaday ●➜
To:eudora-ui ●➜
To:eudora-comments ●➜
« Any Header » mac-programming.ma ●➜
Subject:MACWAY digest ●➜
Subject:TidBITS ●➜
Subject:Your computer 'jdboyd-m ●➜
« Any Header »:mactech.mail ●➜
« Any Header »:gameletter ●➜
Subject:Makefilter ●➜
« Any Recipient »:opentpt ●➜
« Any Recipient »:swc-modem ●➜
« Any Header »:lasertag ●➜
« Any Recipient » maclist@san.rr. ●➜

☑ Incoming ☐ Outgoing ☑ Manual

Header: From:

contains jdboyd

ignore

Header:

contains

Last used 11/6/97

Make Label From me

Server Options ☐ Fetch ☑ Delete

None

None

None

The Filters window with an example filter

To create or modify a filter from the Filters window, first click the **New** button in the Filters window or select an existing filter.

Second, select the options for how you want the filter to be used: as an automatic filter to be invoked on any **Incoming** and/or **Outgoing** mail, and/or as a **Manual** filter that can be invoked when you select **Special>Filter Messages.** Any combination of these options works.

Third, define the criteria for the filter: use the header item popup lists and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible [see “Filter Criteria – The Match Area (Filters Window)” on page 130; click the page number to display the topic].

Fourth, define the action(s) to be taken on messages that fit the criteria (see “Filter Actions” on page 132; click the page number to display the topic).

Fifth, save the filters with **File>Save** or by closing the Filters window and clicking the **Save** button in the alert.

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter’s criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a **Transfer** or **Skip Rest** action is done, nothing else is done with that message, and the next message is filtered.

You can change the width of the filters list to create more or less space for your list. To do this, put the mouse pointer over the separator line to the right of the list until the pointer changes to a splitter cursor, then press and hold down the mouse button and drag the line to the left or right.

Also, you can drag the filter items up and down in the list to change the order for processing mail.

The filter list may have icons to the left or right of each filter name. These icons may be of different shapes, and they represent certain actions you selected for this filter. Icons appearing to the right include the **bullet**, indicating a **Skip Rest** (don’t filter this message any further); the **right arrow**, indicating a **Transfer** action; and the **right double-arrow**, indicating a **Copy** action. Icons appearing to the left include the **dinosaur**, which indicates that the filter has not been active for 30 days and may not be needed anymore. Also: If the filter name is shown in color, it means you have chosen a **Make Label** action in that filter and have selected that label color for the action.

Filter Criteria – The Match Area (Filters Window)

Note. See the discussion of the Match area under the Make Filter dialog description above for details on the use of the **Incoming**, **Outgoing**, and **Manual** checkboxes in the Filters window Match area.

Each filter can use one or two “terms” as its criteria, connecting them as appropriate with the conjunction popup.

Use the Header field to specify which message header items you want the filter to search. You can select an option from the popup menu or enter one yourself (this is helpful if you want to use a header item that does not appear on the menu, such as X-Priority).

The selections are as follows:

- To:
- Cc:
- From:
- Subject:
- Reply-To:
- «Any Recipient»
- «Any Header»
- «Body»
- «Personality»

The «Any Recipient» option searches all possible recipient items (To:, Cc:, Bcc:); the «Any Header» option searches all message headers (including hidden headers that are shown with the BLAH BLAH BLAH option); the «Body» option searches the message body; and the «Personality» option searches the name of the personality associated with the message.

Use the Match Type popup to control how the header item is matched with the text string in the text field. The match options are as follows:

contains or **does not contain**
If the specified header item contains or does not contain the text string, filter the message.

is or **is not**
If the specified header item is or is not a complete match of the text string, filter the message.

starts with or **ends with**
If the specified header item starts with or ends with the text string, filter the message. The starts with item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or **does not appear**
If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname
The header field is broken into addresses that are matched against the addresses and nicknames in the specified nickname. The user name and mail host name must exactly match one of the nickname addresses.

Use the Text fields to specify the text strings that the filter is searching for.

Note. We recommend that you keep the contents of all fields as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

Note. Be sure not to enter a header label in the Text field as part of the text string (e.g., To:, From:, Bcc:). For example, to filter all messages from Justine, do not enter **From: Justine** in the Text field. Rather, select **From:** in the Header field, and enter simply **Justine** in the Text field (choosing, for example, **contains** from the Match Type popup).

Use the Conjunction popup to link the two terms. The conjunction options are as follows:

ignore
Ignore the second term; if the message matches the first term, filter the message.

and
If the message matches both the first and second terms, filter it.

or
If the message matches either term, filter it.

unless
If the message matches the first term, filter it unless the message also matches the second term, in which case do not filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

All messages that match the filter criteria are acted on as specified with the Actions popups. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message (for example, **Copy To** can be used twice, but **Transfer To** cannot).

The Actions options are as follows:

None
No action.

Make Status
Assigns the selected status to messages.

Make Priority
Assigns the selected priority level to messages. If you select a specific level, messages are set to that priority. If you select **Raise** or **Lower**, messages are raised or lowered one priority level (if possible) based on their pre-filter level.

Make Label
Assigns the selected label to messages. Label colors and names for Macintosh labels (1 through 7) are set in the Finder's **Edit>Preferences...** dialog on Mac OS 8.x systems, or in the **Macintosh Labels** control panel on System 7.x machines. Label colors and names for the Eudora labels (8 through 15) are set in the Eudora Labels Settings (**Special>Settings...>Eudora Labels**).

Make Personality
Assigns the selected personality to messages. This action is intended mainly for incoming messages. When you receive an incoming message that is filtered with this action, then any response you initiate to this message from then on will be from the assigned personality, until you either change the personality associated with the incoming message, or change the personality associated with the individual response. For more information, see "Using Personalities (Multiple Email Accounts)" on page 37. Click the page number to display the topic.

Note. You can use the **Make Personality** filter action on outgoing messages. But since filters are run *after* the mail is sent, only the *copies* of your message are assigned the new personality; the original message is sent under the unchanged personality.

Make Subject
Assigns the new subject to messages. If you choose this option, the entire subject of the message is replaced with the new subject. Use the “&” symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering **New Subject [was &]** results in **New Subject [was Old Subject]**.

Play Sound
Plays the selected sound when messages are received.

Speak
When a message is received that matches the filter criteria, your Macintosh “speaks,” in the selected voice, the name of the message’s sender (**Who**) and/or the **Subject**.
Note: You must have Speech Manager version 1.4 or higher installed in your system Extensions folder and enabled in order for this filter action to be available and to work.

Open
Opens the **Mailbox** and/or **Message** when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print
Prints one copy of each message.

Notify User
Notifies you **As normal** and/or **In report** when messages are received. The **As normal** option notifies you based on the options you have selected in the Getting Attention Settings (**Special>Settings...>Getting Attention**). The **In report** option notifies you by displaying a filter report that details what filter actions have been performed.

Forward To
Forwards messages to the specified email address(es). Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To
Redirects messages to the specified email address(es). Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply With
Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages. **Tip:** You can use this action to reply to specific senders with stationery telling them that you are on vacation: “I’m out till the 10th. I’ll reply to your message when I get back.” For more details, see “Using Stationery” on page 42. Click the page number to display the topic.

Server Options
Sets the message’s server action to **Fetch** and/or **Delete** (see “Managing Your Mail on the POP Server” on page 80; click the page number to display the topic).

Copy To
Copies messages to the selected mailbox.

Transfer To
Transfers messages to the selected mailbox.

Move Attachments
When a message is received that matches the filter criteria, places any attachments received with that message into a folder you specify, rather than placing them in the default Attachment Folder (as set in the Attachments Settings, **Special>Settings...>Attachments**). A standard folder dialog appears that lets you choose where the attachment files are to reside for this filter. **Tip:** You can use this action to separate incoming attachments by personality: you put different attachments into different folders based on the personality that receives them.

Skip Rest
This means "skip the rest of the filters in the filters list, after this one." Stops filtering for the message (the message is not matched to the rest of the filters in the filters list).

The **Last used** field displays the date the filter was last used on a message. This, along with the dinosaur icon ("not used for 30 days"), helps you identify filters that are no longer useful and can be safely deleted.

Notes on Filtering

Filters are executed in the order they appear in the Filters window. You can drag and drop filters to re-order them.

If a message is transferred to another mailbox by one filter, the subsequent filters in your filters list are not executed. For example, a "Transfer To" in a filter implies a "Skip Rest."

Creating an Auto-Reply

You can create an email message that can be sent to people automatically when you are on vacation or away from your computer. This message is called an auto-reply. You create an auto-reply by using Eudora's stationery and filter functions.

Before you create the auto-reply, make sure that the Check for mail every _ minutes (the value you enter must be greater than 0) and Send on check options are turned on in the Checking Mail options dialog. See "Checking Mail" on page 233. Click the page number to display the topic.

Also, make sure you have entered your incoming mail server's password for your current session or have Eudora save your password.

To create an auto-reply, do the following.

1. Write your auto-reply message using Eudora's Stationery functions. Once the auto-reply message is written, name and save it as stationery. See "Using Stationery" on page 42. Click the page number to display the topic.
2. From the Window menu, choose **Filters**. The Filters window appears.
3. In the **Match** section, choose a header from the **Header** popup. Select a header that matches the header in the messages to whom you want to send your auto-reply. <<Any Recipient>> is the most common for an auto-reply.

   Important. If you choose <<Any Recipient>>, all recipients including mailing list you subscribe to will receive your auto-reply.

For example, to set an auto-reply only to messages sent to your user name, just select <<Any Recipient>> then choose **contains**. In the text box, enter your user name. You can match others as well, but it may cause a large number of messages to be auto-replied to.

4. In the **Action** section, choose **Reply with** in the first popup.
5. In the text box to the right of the first popup, enter the name of the stationery.
6. Click **OK**. The stationery message you created will be sent to the people you indicated in this filter.

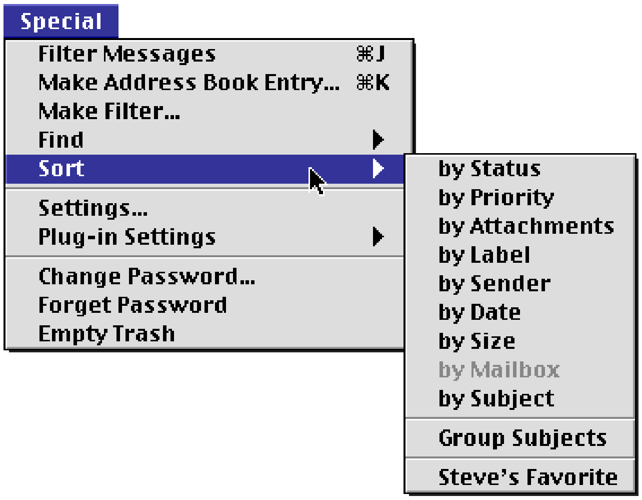
Important. Remember to delete this filter when you want your auto-reply message to stop.

Sorting Messages

When you check your mail and new messages come in to your In box, or are filtered out of the In box and into other mailboxes, the new messages are placed in their mailboxes in the order in which they arrive. By default, these new messages are added to the bottom of the message summary list in the mailbox window. Note that this is not necessarily strict date order, since occasionally messages may arrive out of date order.

Similarly, when you transfer messages to another mailbox, then by default those messages are added to the bottom of the message summary list in that mailbox.

To sort the messages in an open mailbox window—organize them in order according to one of the column attributes (such as Date)—select the appropriate command from the **Special>Sort** submenu. Or, click on any of the column headings in the mailbox window to sort by that column.


Special
Filter Messages ⌘J
Make Address Book Entry... ⌘K
Make Filter...
Find
Sort
Settings...
Plug-in Settings
Change Password...
Forget Password
Empty Trash
by Status
by Priority
by Attachments
by Label
by Sender
by Date
by Size
by Mailbox
by Subject
Group Subjects
Steve's Favorite

The Sort submenu

Note. You can also sort messages in the Search window when the **Results** pane is active. This sorts the messages resulting from a search. Use the **Special>Sort** submenu or click the column headings. The **Special>Sort>by Mailbox** option is only available in the Search window **Results** pane. This, and clicking on the **Mailbox** column heading in that pane, sorts the messages resulting from a search by their containing mailboxes. For more details, see “Finding and Searching” on page 139. Click the page number to display the topic. (The **Sort by Mailbox** option is not available in mailbox windows.)

You can perform complex sorting by holding down the **Shift** key and sorting by another mailbox column. The original sort remains intact, but it is now grouped with the new selection. For example, if the mailbox is sorted by **Sender** with each group of messages in order by **Date**, and then you hold down the **Shift** key and sort by **Size**, the messages are still grouped by **Sender** but the groups are now in order by **Size**.

The normal sort order is *ascending*, which means from bottom to top. Ascending Date order, for example, means that the newest messages are at the bottom and the oldest messages are at the top. To sort in *descending* order—top to bottom—hold down the **Option** key and select a sort option from the **Special>Sort Descending** submenu.

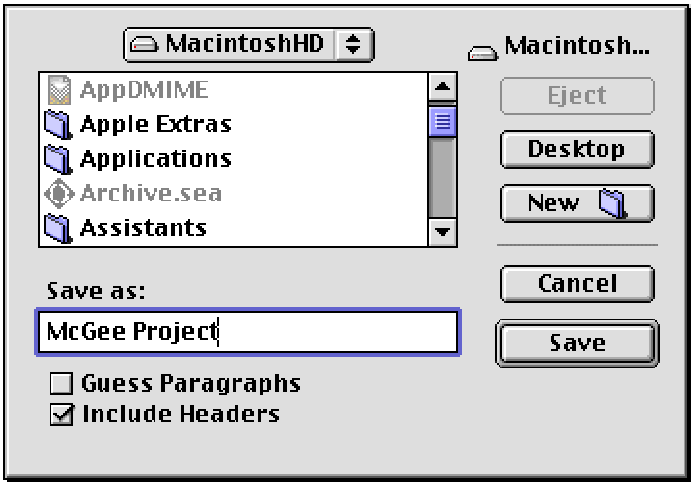
To keep messages with the same Subject together all the time, select **Special>Sort>Group Subjects**. If this is checked, messages with the same Subject (e.g., conversational “threads,” including replies) are kept together in the mailbox regardless of whether you sort by Date, Sender, etc. A **bullet** next to the Subject column heading tells you that the **Group Subjects** option is active.

Sorting by a column gives the column’s heading button a “pressed-in” look. To remove this highlighting (and turn off the column sort), simply click the column heading button again, or select again the corresponding option from the **Special>Sort** submenu. Incoming mail that arrives in a mailbox with a highlighted (pressed in) column heading button is automatically sorted by that column, subject to the restrictions above. For example, if a mailbox is sorted by Sender and a new message comes in from Justine, it will be grouped with other messages from Justine.

Note. Click once on a column heading button to sort the messages in that mailbox by that column and also turn *on* automatic sorting by that column for new messages that come into the mailbox. Click twice on the button to sort the column but turn *off* automatic sorting by that column for new messages that come into the mailbox.

Saving a Message to a File

You can save one or more messages (incoming or outgoing) to a separate text file on your Macintosh. To do this, open or select the messages(s) you want to save to text. Then, select the **File>Save As...** command. The Save As dialog appears, letting you choose a name and location for the file.



Save as: McGee Project

☐ Guess Paragraphs
☑ Include Headers

The Save As dialog (incoming messages)

Note. If you are saving messages from your Out box, the **Stationery** option and the **Go To Stationery Folder** button also appear in this dialog.

Enter the name you want to give the text file, and select the appropriate options.

- **Guess Paragraphs** removes extraneous carriage returns from each message, leaving returns only at the ends of paragraphs, and also converts multiple spaces into Tabs.
- **Include Headers** retains each message's header information in the saved document. If this is not checked, only the body of each message is saved.
- **Stationery** saves the outgoing message(s) as a stationery file. Clicking **Stationery** deactivates the other two checkboxes (regardless of their settings) and activates the **Go To Stationery Folder** button. Click **Go To Stationery Folder** to save the stationery file in your Stationery Folder, normally kept in your Eudora Folder (under your System Folder). See "Using Stationery" on page 42 for more details. Click the page number to display the topic.

Once you have made all of your choices, click the **Save** button in the dialog.

Note. If an Unread (●) incoming message is saved to a file, its status changes to Read (blank), regardless of whether the message was opened.

If you select multiple messages from a mailbox window and select **File>Save As...**, all of the messages are saved to a single file. (If you save multiple Out box messages to a stationery file, you may need to edit the file, removing extraneous headers and other text from the stationery template.)

Choosing an Application for Saved Messages

When you save a message to a file using the **File>Save As...** command, the new text file is formatted as basic ASCII text in a Macintosh document. The document type is determined by the program you select using the **TEXT files belong to** option in the Attachments Settings.

Note. Out box messages saved to a stationery file are saved in Eudora format and are not affected by this setting.

To specify the application to use for saved messages, do the following:

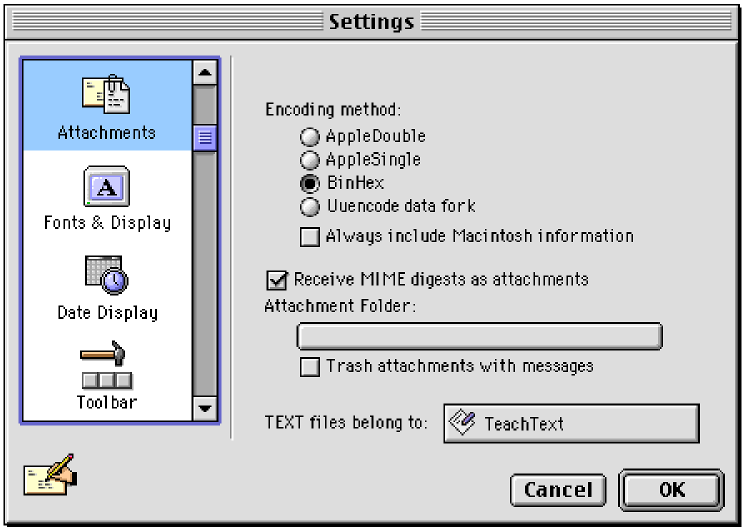
1 Select **Special>Settings...>Attachments** to display the Attachments Settings.

2 In the **TEXT files belong to** option near the bottom of the settings panel, click the button. A standard file dialog appears.

3 Using this dialog, search through your disk to locate the desired application (probably your favorite word processing program).

4 Select the application and then click **Open**.

The selected application appears in the **TEXT files belong to** button, as shown in the following figure.

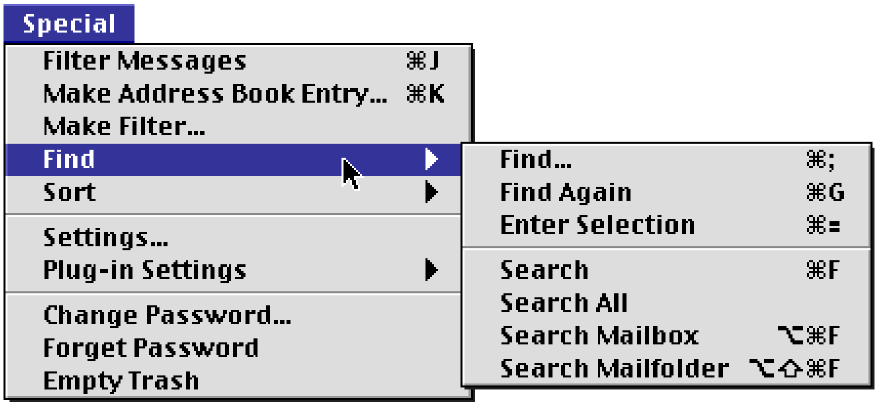


Encoding method:
○ AppleDouble
○ AppleSingle
● BinHex
○ Uuencode data fork
☐ Always include Macintosh information
☑ Receive MIME digests as attachments
Attachment Folder:
☐ Trash attachments with messages
TEXT files belong to: TeachText

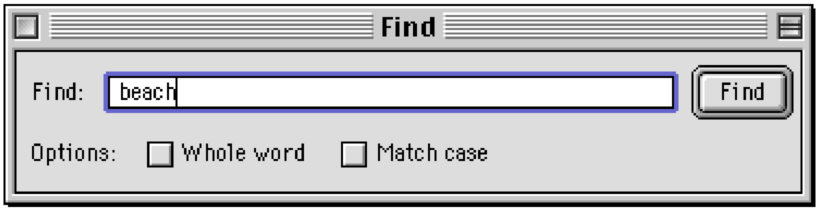
The desired application is now selected

Finding and Searching

In Eudora, performing a *Find* operation means searching for a word, a phrase, or any other string of text in an open message window or other single window that is currently on top. To perform a Find, you use the Find commands under the **Special>Find** submenu. You also optionally use the Find dialog.


Special
Filter Messages ⌘J
Make Address Book Entry... ⌘K
Make Filter...
Find
Sort
Settings...
Plug-in Settings
Change Password...
Forget Password
Empty Trash
Find... ⌘;
Find Again ⌘G
Enter Selection ⌘=
Search ⌘F
Search All
Search Mailbox ⌥⌘F
Search Mailfolder ⌥⇧⌘F

The Find submenu

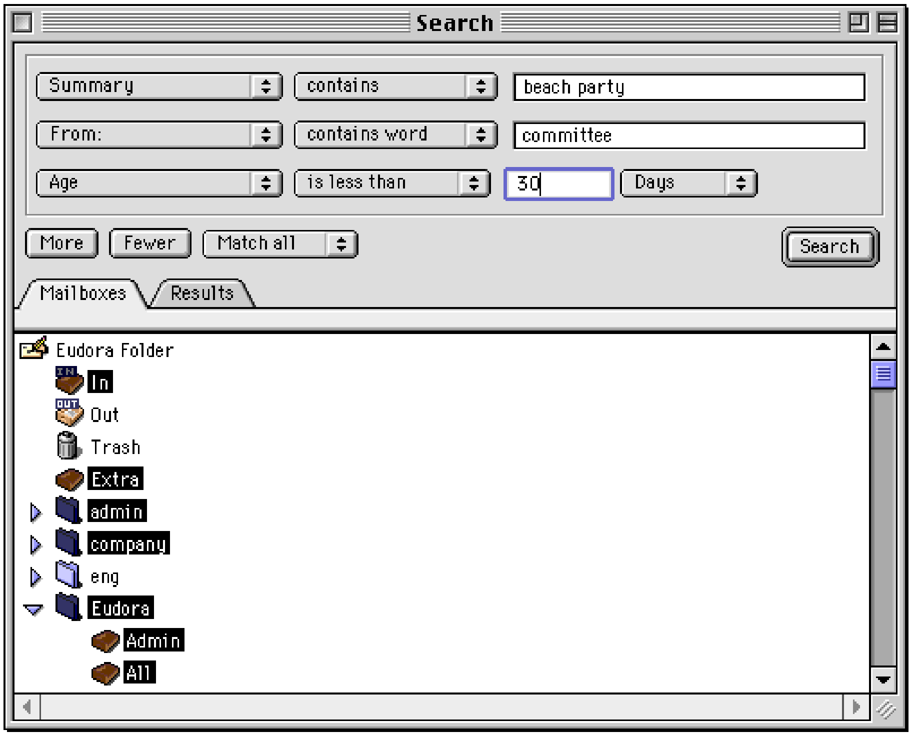


Find: beach

Options: ☐ Whole word ☐ Match case

Find dialog, with sample text

Performing a *Search* operation means searching through some or all of your mailboxes and mail folders for all those messages that satisfy certain search criteria. The result is one or more messages containing the information you are looking for, or having certain characteristics you are looking for (such as being sent later than a certain date). To perform a Search, you use the Search commands under the **Special>Find** submenu, and you use a Search window.



Search

Summary | contains | beach party

From: | contains word | committee

Age | is less than | 30 | Days

Match all

More
Fewer
Search
Mailboxes
Results
Eudora Folder
In
Out
Trash
Extra
admin
company
eng
Eudora
Admin
All

A Search window with sample search criteria

In the remainder of this chapter we discuss in detail both Find operations and Search operations.

Finding Text in the Current Window

Using the **Find** submenu, under the **Special** menu, you can find a word or a string of text in any of the following windows, provided that window is currently open and on top:

- Message window (incoming or outgoing)
- Text document window
- Signature file window
- Stationery message window
- Mailbox window (message summaries and preview pane)
- Search window (Mailboxes pane, and Results pane following a successful search)
- Tool windows (accessed from the **Window** menu):
  - Address Book
  - Directory Services window
  - Filters window
  - Mailboxes window

- Personalities window
- Signatures window
- Stationery window

You can find additional occurrences of the same word or text string in the current window (**Find Again**), and you can also change the text to be found “on the fly,” using a selected word or text string (**Enter Selection**), so that you can continue looking for different text in the same window.

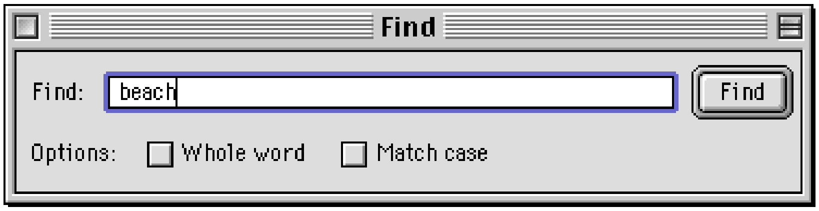
You use the **Find** dialog and the **Special>Find** submenu commands to perform these operations. The Find commands each have keyboard shortcuts that make finding text in the current (on top) window quick and convenient.

Note. Searching through mailboxes and mail folders for text and other information is a more powerful feature, and is described later in this chapter. With searching, you are not restricted to the current open window, and you have many more options you can specify for what you want to find.

To Find a Word or Text String in the Current Window

1 Open the window in which you want to find the text.

2 Select **Special>Find>Find...** (or press **Command+F**). The Find dialog appears.



Find: beach

Options: ☐ Whole word ☐ Match case

Find dialog with sample text

3 In the **Find** field of the dialog, type the text you want to find.

4 Turn on the **Whole word** option (click the checkbox) if you only want to find instances of the text that serve as a complete word, rather than as part of another word. For example, if you’re looking for “guard,” the Whole word option would accept the word “guard” by itself, but would reject the word “guardian.”

5 Turn on the **Match case** option (click the checkbox) if you want an exact match of uppercase and lowercase letters. For example, if you’re looking for “PureVoice,” the Match case option would reject “purevoice.”

6 Once you’ve entered the text string and set your options, click the **Find** button in the dialog.

Eudora looks for the first (or next) instance of your specified text in the currently open window, beginning at the current insertion point. If a match is found, the text is highlighted and the window is scrolled to that text if necessary. If no match is found, the “not found” alert appears.

To Find the Next Occurrence (Finding Again)

1 Open the window in which you want to find the text, or bring it to the front of all windows.

2 If it is necessary to change the options in the Find dialog, open that dialog now (**Special>Find>Find...** or **Command+F**) and make the changes. Otherwise, skip this step.

Note. When you close the Find dialog, its contents are saved until you quit Eudora.

3 Select **Special>Find>Find Again** (or press **Command+G**).

Eudora looks for the next occurrence of the specified text in the currently open window. If a match is found, the text is highlighted and the window is scrolled to that selection if necessary. If no match is found, the “not found” alert appears.

You can keep selecting **Special>Find>Find Again** or pressing **Command+G** to find additional occurrences of the text in the current window. When Eudora reaches the end of the window, it will wrap to the beginning of the window to continue looking for the text.

You can also keep looking for additional occurrences of the text in the current window by repeatedly clicking the **Find** button in the open Find dialog.

To Change the Find String to the Selected Text (Enter Selection)

One of the nice aspects of the Find feature is that you can change the text you’re looking for without opening the Find dialog or bringing it to the front. You simply select the text you want to find and then use **Enter Selection**.

1 In any open Eudora window, select the text you want to use for your Find operation.

2 Now select **Special>Find>Enter Selection**, or press the **Command**+= shortcut. The selected text is entered into the **Find** field of the Find dialog, replacing any text that is already there. Note that this operation is performed whether the Find dialog is currently closed or open.

3 If the window in which you want to find the text is not already the on the top window, bring it to the front now (or open it).

4 Now click the **Find** button in the Find dialog, if it is open, or select **Special>Find>Find Again** (**Command+G**).

Eudora looks for the next occurrence of your *new* text in the currently open window. If a match is found, the text is highlighted and the window is scrolled to that selection if necessary. If no match is found, the “not found” alert appears.

In this way you can keep changing the text to be found so you can look for different items in the same window without having to open the Find dialog or bring it to the front. The shortcuts prove especially handy for rapid finding.

Note. The **Enter Selection** command does not change the **Whole word** and **Match case** settings in the Find dialog. If you want to change those options for your next Find, you must make those changes directly in the Find dialog.

To see the power of **Enter Selection**, try this example:

1. Open a long incoming message.
2. Open the Find dialog (**Special>Find>Find...** or **Command+F**) and type the word **the** in the text field. (Turn the **Whole word** and **Match case** options *off.*)
3. Click the **Find** button to find the first occurrence of **the**.
4. Close the Find dialog (leave the message open), and select **Special>Find>Find Again** (**Command+G**) a few times to find subsequent occurrences of **the** in the message.
5. Select the word **and** in the message (or some other text), and select **Special>Find>Enter Selection** (**Command+=**). The selected text now becomes the new Find text.
6. Select **Special>Find>Find Again** (**Command+G**) a few times to find subsequent occurrences of **and** (or your selected text) in the message.

You can see that by using **Enter Selection** and shortcuts, you can keep swapping the Find text "behind the scenes" and looking for new text in the same window, without skipping a beat!

To Stop a Find

Although Find operations are usually so fast that you likely won't have time to stop it, if you ever need to stop a Find, press the **Escape** key (**Esc**), or press **Command+.** (period).

Text Considered in a Find Operation

When you use the **Find...** or **Find Again** command in a current window, Eudora will look through the following text depending on what kind of window it is:

- Message window — All visible header text and all body text in an incoming message. All header and body text in an outgoing message. (To look for text in the normally hidden headers of an incoming message, turn on the Blah Blah Blah icon on the icon bar.)
- Text document window — All text in the window.
- Signature file window — All text in the window (i.e., the contents of the signature file).
- Stationery message window — All text in the headers and body of the stationery message.
- Mailbox window — If keyboard focus is currently in the message summary list, then all text in the Who and Subject columns of the message summaries. (Eudora highlights the entire message summary if the Find is successful.) If the message preview pane is visible, and a message is currently being previewed, and keyboard focus is currently in the preview pane, then all text in the headers and body of the message being previewed. (**Note:** This discussion also applies to the results in the Results pane of the Search window following a successful search.)
- Tool windows (accessed from the **Window** menu):
  - Address Book — All text in all text fields of the Address Book: Nickname, Name, Postal Address, Phone, Fax, Address(es), Notes.

- Directory Services window — All text in the results of a query (query results area of the window — but not the Enter query field).
- Filters window — All text in the filters list and the text entry fields of each filter.
- Mailboxes window — All text in the names of all items (mailboxes and folders) in the window, including items in closed folders. Eudora will scroll down below the current scroll area if necessary. (**Note:** This discussion also applies to the Mailboxes pane in the Search window.)
- Personalities window — All text in all personality names in the window.
- Signatures window — All text in all signature file names in the window.
- Stationery window — All text in all stationery file names in the window.

Note. In some tool windows or tool window fields, a successful Find results in the target text being highlighted exactly. In other tool windows or fields, the entire name or line is highlighted.

Two Examples: Finding Text in a Mailbox Window and in a Long Message

The ability to find text in windows other than message windows can be powerful. Consider the following example.

Suppose you have a beach party coming up next Saturday, and you know that somewhere in your Fun mailbox, which contains 600 messages (!), there is a message that you received several weeks ago that gave you directions to the party, the starting time, and information on what to bring. You remember that the Subject had the phrase “beach party” in it.

You can open your Fun mailbox and scroll through the list of 600 message summaries, visually scanning for “beach party,” or you can open the Fun mailbox, open the Find dialog, and do a Find on “beach party”. If there are more than one “beach party” messages in that mailbox, and if the first one found is not the one you want, you keep doing Find Again until you find the right one (which you might identify by the sender or the date).

Similarly, the Find feature is very handy for quickly finding text in long messages. Suppose someone sends you a very long message (an article from the Web, for example), and you know that only one paragraph is important for you to read. Further, you know that paragraph contains the expression “next generation”. You open the long message, open the Find dialog, and do a Find on “next generation”. Immediately, or perhaps after a few Find Again’s, you’re at your destination.

Finding Messages in Mailboxes Folders

The Search window is a powerful new feature introduced with version 4.2 of Eudora Pro Email. You can search through any combination of your full collection of mailboxes and folders for all messages that contain a certain piece of information: either text or other items such as a particular priority, label, message status, attachment count, and much more.

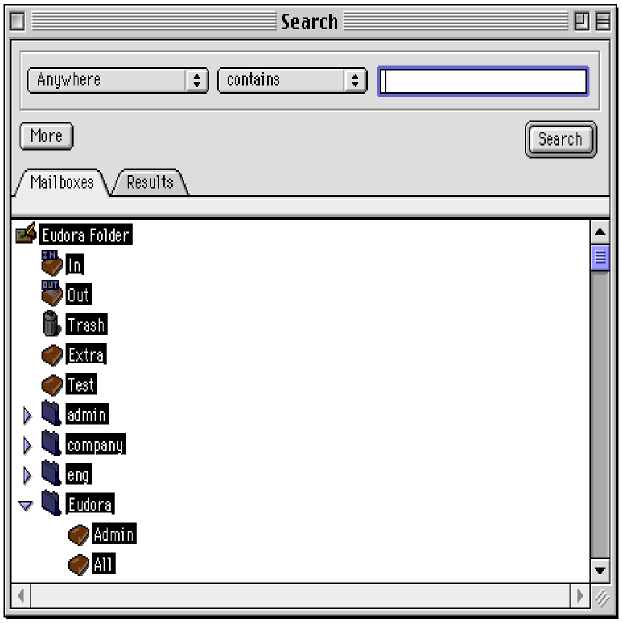
You can even specify multiple search criteria that let you perform needle-in-a-haystack searching at the finest granularity, or broader searching for a large number of "hits" on specific items of information. So, for example, you can find that one bibliographic reference buried somewhere in tens of thousands of messages in hundreds of mailboxes, just by knowing that the title contained the word "psilocybin," or you can look to gather together all messages sent to you since last Tuesday. The new Search feature is a powerful tool indeed.

In this section we show you how to perform searches that will get you just the information you want, extracted from anywhere from a few messages to your entire Mail Folder containing as much as hundreds of megabytes of data.

Basic Search Procedure

To search through your mailboxes and mail folders for one or more messages that contain the information you're seeking, perform these steps:

1 Open the Search window: Select **Special>Find>Search**, or press **Option+Command+F**. (See later in this section for variations on this action.)



Default Search window (sample mailboxes)

2 Set the match conditions for your search. Click the **More** button if you want to specify additional conditions. Click **Fewer** to remove these additional conditions if you change your mind. (See "Setting Up the Search Conditions" on page 148. Click the page number to display the topic.)

3 Set the additional conditions if you have them, and then specify whether all of the conditions must be matched or only one condition must be matched, by selecting **Match all** or **Match any** from the popup. (This popup appears only if you have multiple search conditions.)

4 In the Mailboxes tab, select the mailboxes and folders in which you want to search. (Depending on how you invoke the search, some or all of your mailboxes may already be selected. If you use the **Search** command, all of your mailboxes are automatically selected.) See “Using the Mailboxes Pane” on page 154 below for more details. Click the page number to display the topic.

5 When everything is set up the way you want, click the **Search** button, or press **Return**. (The **Search** button changes to **Stop** once the search is underway.)

6 Allow the search to continue to completion, or stop it at any time by clicking the **Stop** button, or by pressing **Escape** (**Esc**) or **Command+.** (period) if the Search window is on top.

7 Examine the results in the Results pane, and work with the messages if desired. (For more details, see “Working with the Search Results in the Results Pane” on page 155. Click the page number to display the topic.)

8 If you want to perform an additional search on the messages found so far, click the **Search results** checkbox, change your search conditions to fit the new search, and click the **Search** button. Eudora will search only those messages that appear in the Results pane.

9 Continue as before, working with the new results if desired, performing additional searches on the results, or conducting new searches with new search conditions and/or mailboxes.

10 When you are finished, close the Search window.

Note. You can perform multiple searches at once. To do this, you open a new Search window for each search operation, by selecting **Special>Find>Search** (or its variants) for each one, or pressing **Command+Option+F** (or variants), and setting up and running the searches separately.

Also, the **Search** command opens the Search window and selects all of your mailboxes in the Mailboxes pane. To perform a “Turbo Search,” select some text in an open Eudora window and select **Search All**, **Search Mailbox**, or **Search Mailfolder**. More on Turbo Searches below. You can save the searches to review at a later time. See “Saving a Search Results Window” on page 159. Click the page number to display the topic.

Using Search All

The **Search All** command gives you a quick way to “Turbo Search” through all mailboxes using selected text:

1 In an open Eudora window, select the text that you want to search for.

2 Select **Special>Find>Search All**.

Eudora performs a “Turbo Search” for the selected text through all mailboxes: The Search window is opened, all of your mailboxes are selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results appear in the Results pane.

Note. If no text is selected when you select **Special>Find>Search All**, the result is the same as with the **Search** command: The Search window is opened, all of your mailboxes are selected in the Mailboxes pane, and Eudora waits for you to specify your search conditions.

Using Search Mailbox

The **Search Mailbox** command gives you a quick way to search through a single mailbox:

1. With a message window or mailbox window currently open, select **Special>Find>Search Mailbox**, or press **Option+Command+F**.
2. Set your match conditions and conduct the search as described under "The Basic Search Procedure" above.

When you select **Search Mailbox**, the Search window is opened, and the current mailbox — the one containing the current message or the one corresponding to the current mailbox window — is selected in the Mailboxes pane. This lets you search through that mailbox only.

If you select **Search Mailbox** while text is currently selected in a current message window, Eudora performs a "Turbo Search" on that text, looking through that mailbox only: The Search window is opened, the containing mailbox is selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results appear in the Results pane.

Note. If you select **Search Mailbox** while no message window or mailbox window is currently open, the Search window opens with all of your mailboxes selected in the Mailboxes pane.

Using Search Mailfolder

The **Search Mailfolder** command gives you a quick way to search through a single mail folder:

1. With a message window or mailbox window currently open, select **Special>Find>Search Mailfolder**, or press the key combination **Shift+Option+Command+F**.
2. Set your match conditions and conduct the search as described under "The Basic Search Procedure" above.

When you select **Search Mailfolder**, the Search window is opened, and the current mail folder — the one containing the current mailbox window, or the one containing the mailbox that contains the current message — is selected in the Mailboxes pane, along with all mailboxes and folders contained in that folder. This lets you search through the entire mail folder, and only that mail folder.

If you select **Search Mailfolder** while text is currently selected in a current message window, Eudora performs a "Turbo Search" on that text, looking through the current mail folder only: The Search window is opened, the containing mail folder is selected in the Mailboxes pane (along with all mailboxes and folders in that folder), the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results appear in the Results pane.

Note. If you select **Search Mailfolder** while a top-level mailbox is open (a mailbox directly under your **Eudora Folder**), or while a message from such a mailbox is open, then the Search window opens with your Eudora Folder and all of its contents selected in the Mailboxes pane.

Note. If you select **Search Mailfolder** while *no* message window or mailbox window is currently open, the Search window opens with all of your mailboxes and folders selected in the Mailboxes pane.

Using Enter Selection with Search

The **Enter Selection** command can also be used with the Search feature. You use it to change the search text in the Search window, also behind the scenes.

Here's how to use this command:

1. With the Search window closed, select any word or text string in an open window in Eudora.
2. Select **Special>Find>Enter Selection**, or press the **Command**+= shortcut.

The selected text is automatically inserted into the text field of the first search condition in the Search window (**Anywhere contains <selected text>**). Now when you open the Search window using any of the Search functions (**Search**, **Search All**, **Search Mailbox**, or **Search Mailfolder**), the text will be available for performing your search.

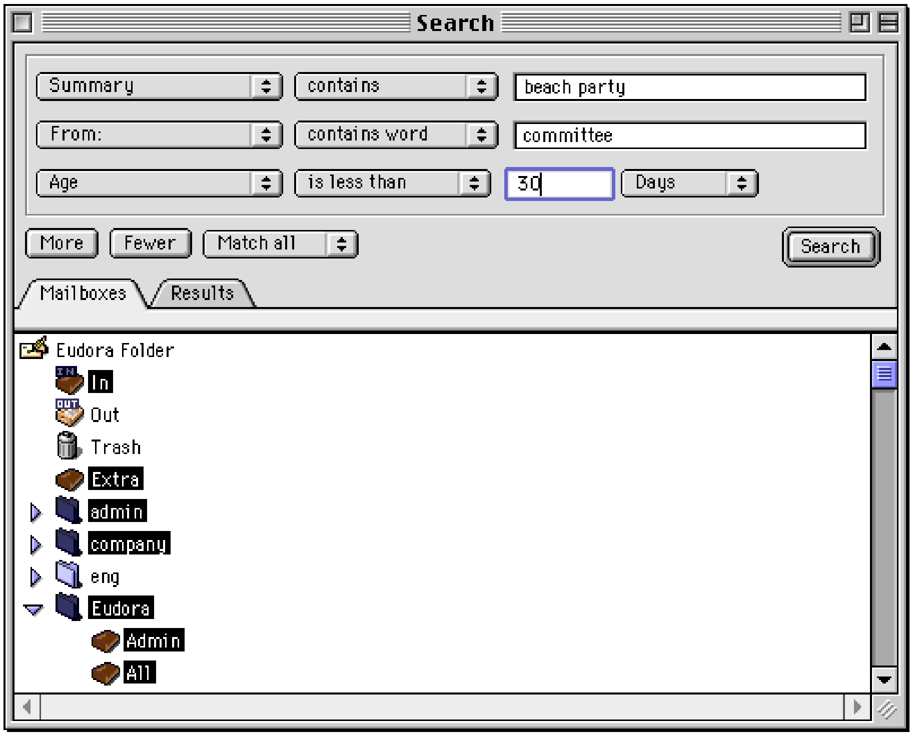
Text you enter in the Search window using the **Enter Selection** command remains in the Search window even after you close it. However, you can type over the text to change it.

The next time you perform a Turbo Search (select **Search All**, **Search Mailbox**, or **Search Mailfolder** while text is selected in an open window), the text you entered with **Enter Selection** is replaced with the text selected for the Turbo Search.

Note. When you select **Enter Selection**, the selected text is automatically inserted into both the Find dialog (Find field) and the Search window (text field of first search condition). In this way you can use the same text for both a Find and a Search.

Setting Up the Search Conditions

The figure below shows a sample Search window set up to perform a search.



Summary contains beach party
From: contains word committee
Age is less than 30 Days
Match all

Search window with sample search setup

A *search condition* is a single line in the Match area, and consists of selections you make from one or more popups, along with text you enter in text fields, if they appear. A message will match that line during a search if it matches the condition expressed in that line.

You can add additional search conditions by clicking the **More** button. Each time you click **More**, another search condition is added. If you have two or more search conditions, the **Fewer** button appears next to the **More** button. Click the **Fewer** button to remove additional search conditions one at a time, from the bottom up.

Also if you have two or more search conditions, the **Match all/any** popup appears next to the **More** and **Fewer** buttons. Select **Match all** from the popup if you want a search to be successful only if *all* of the conditions you specify are matched for that message. Select **Match any** from the popup if you want the search to be successful even if only *one* of the conditions you specify is matched for that message. If you specify **Match any**, a message will be considered a match if it matches any combination of one or more of your specified conditions: that means if it matches only one condition, or if it matches some but not all conditions, or if it matches all conditions.

In the material below we describe all possibilities in the popups and text fields of search conditions. Your selection in the first (leftmost) popup, which we'll call the *Target popup*, determines what popups and other fields will appear in the remainder of the search condition, as well as what contents they contain. Typically the Target popup is followed by another popup that we'll call the *Comparison popup*, and that is usually followed by a text field that we'll call the *Value field*. But there are a number of variations of this scheme, and we describe all of them below.

Using the Target Popup

The Target popup specifies the target area within a message where you want Eudora to look for the search text, if you are looking for text, or the target message characteristic you want Eudora to examine in the message, if you are searching for non-text attributes. The default target selection is **Anywhere**.

Anywhere
Eudora looks through all text in the headers and message body of a message. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar. It also includes the header labels themselves.

Headers
Eudora looks through all text in the headers of a message, including header labels. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar.

Body
Eudora looks through all text in the body of a message (the area below the headers).

Attachment Name(s)
Eudora looks through all text in the file names of attachment files included with a message.

Summary
Eudora looks through all text in the Who, Subject, and Date columns of the message summary. **Note:** Text in the Who column might not encompass all of the text in the From field of an incoming message or the To field (or other recipient fields) of an outgoing message. Also, the text in the Subject column might not encompass all of the text in the internal Subject field of the message. In particular, the Subject column might contain an edited Subject for an incoming message; in this case, the two Subjects might be entirely different, or substantially different. See the descriptions of the **From:**, **To:**, and **Subject:** targets below.

Status
Eudora compares the value of the status of the message. Note that the Comparison popup values change to **is** and **is not**, and you must choose the status value from the Status popup that appears next to the Comparison popup.

Priority
Eudora compares the value of the priority of the message. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must choose the priority value from the Priority popup that appears next to the Comparison popup. Higher priorities have higher values.

Attachment Count
Eudora compares the number of attachments sent with the message against the match value. A message with no attachments has an attachment count of **0**. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter the count value (a whole number) into the text field that appears next to the Comparison popup.

Label
Eudora compares the value of the message's label. Note that the Comparison popup values change to **is** and **is not**, and you must choose the label value from the Label popup that appears next to the Comparison popup.

Date
Eudora compares the value in the message's Date field: the date the message was sent or composed. for sent and queued messages. Note that the Comparison popup values change to **is**, **is not**, **is after**, and **is before**, and you must choose the date value from the Date selection field that appears next to the Comparison popup. To change the value in the Date field, click on the month, day, or year (two-digit number), and then click the up or down arrow, or enter the date values in the text field.

Size (K)
Eudora compares the value of the size of the message, in kilobytes (K). 1 kilobyte = 1024 bytes. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter a size value (whole number, representing the number of K) in the text field.

Age
Eudora compares the value of the age of the message, measured from the date and time it was sent (or composed) to the current system date and time, but subject to the qualifications described below. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter a whole number value in the adjacent text field and then select one of the values **Minutes**, **Hours**, **Days**, **Weeks**, **Months**, or **Years** from the selection popup that appears next to the text field. Here's what we mean by these age values:

– **Minutes** — If the search is conducted during the 60 seconds between minute 3 and minute 4 of this hour begun at 11:03:20 a.m., for example, then a message with a seconds value anywhere between minute 2 and minute 3 just a moment ago 11:02:00 and 11:02:59 a.m. is considered one minute old.

– **Hours** — If the search is conducted at any time between 11:00:00 a.m. and 12:00:00 noon, for example, than any message with a time between 10:00:00 and 11:00:00 o'clock of that same half-day is considered one hour old.

– **Days** — No matter what time of day the search is conducted (Tuesday, for example), any message dated the previous day (Monday), no matter what time, is considered one day old. Thus, if the search is conducted at 12:01:00 a.m. Tuesday, a message dated 11:59:00 p.m. Monday is still considered one day old.

– **Weeks** — No matter what day of the week this is (Tuesday, for example), a message dated the previous week (Monday through Sunday) is considered one week old.

– **Months** — No matter what day of the month this is (February, for example), a message from any day of the previous month (January) is considered one month old. That holds true if you conduct the search on February 29 and the message is from January 1, or if you conduct the search on February 1 and the message is from January 31.

– **Years** — No matter when in this year (e.g., 1999) you conduct the search, a message from any day in the prior year (1998) is considered one year old. A message from the current year (1999) is considered less than a year old. If the search is conducted on January 1, a message from yesterday, December 31 of the previous year, is still considered one year old.

Personality
Eudora compares the value of the personality name for the personality associated with the message. Note that the Comparison popup values change to **is** and **is not**, and you must select the personality name value from the Personality popup that appears next to the Comparison popup. The Personality popup lists all of your existing personalities.

To:
Eudora looks through all text in the To field of the message header, even if it extends beyond one line or includes hundreds of addresses.

From:
Eudora looks through all text in the From field of the message header (generally a real name and an email address).

Subject:
Eudora looks through all text in the Subject field of the message header, even if it extends to multiple lines. Note that because Eudora lets you edit the Subject in the Summary of an incoming message (here we mean the Subject that appears in the message summary, not the internal Subject header, which is normally not editable), a search on **Subject:** may yield a different result from than a search on **Summary** for a particular message. See the description of the **Summary** target above for more information.

Cc:
Eudora looks through all text in the Cc field of the message header, even if it extends beyond one line or includes hundreds of addresses.

Bcc:
Eudora looks through all text in the Bcc field of the message header (works for outgoing messages only), even if it extends beyond one line or includes hundreds of addresses. This includes Fcc (folder carbon copy) text, which is generated when you select a mailbox from the **Fcc** menu (normally the Transfer menu) while the cursor is in the Bcc field of the open outgoing message composition window.

Any Recipient
Eudora looks through all text in all of the recipient fields of the message header: To, Cc, and Bcc, as described above.

Using the Comparison Popup

The values on the Comparison popup may change depending on your selection in the Target popup. The values on the default Comparison popup (when the Anywhere target is selected) are described below. This is the default for most target selections. Where the values for this popup change for a particular target, those values are described in the corresponding target description above. The **is** and **is not** values, however, generally mean the same thing on those popups as well. (The Comparison popup changes for all targets in the middle section of the Target popup, except Summary.)

contains
The target must contain the specified text in order to be a match, but does not have to exactly equal the text.

contains word
The target must contain the specified text as a separate word in order to be a match. If the target contains the specified text as part of another word, that is not considered a match. For example, the text “info” is a match if it appears by itself, but not as part of the word “information”.

does not contain
If the target *does not* contain the specified text, that is considered a match.

is
If the target exactly equals the specified text (or attribute, if a non-attribute target), then that is considered a match.

is not
If the target does *not* exactly equal the specified text (or attribute, if a non-attribute target), then that is considered a match.

starts with
If the target begins with the specified text, then that is considered a match.

ends with
If the target ends with the specified text, that is considered a match.

matches regexp
This stands for “matches regular expression.” You can enter any expression in the text field that would be recognized by regular expression commands. For the search condition, if the target matches your string value, it’s a match. Regular Expressions generally lets you use wildcard characters, such as the asterisk (*) and question mark (?). For more information on how regular expression commands are used, and thus how you may enter text in the text field for this comparison value, point your web browser to <http://www.robelle.com/library/smugbook/regexpr.html>.

Using the Value Fields

For any Target selection that presents a text-entry field, you may enter any string of alphanumeric characters in the text field. Some Targets, such as Age, will only result in a meaningful search if you enter a numeric value in the text field. It doesn’t make much sense to look for all messages older than “a” days.

When using the **matches regexp** value on the Comparison popup, note that some characters may take on special meaning when you enter them in the text field. These include, for example, the asterisk (*) and the question mark (?), which serve as wildcards. See the description of the **matches regexp** comparison value above.

Working with Multiple Search Conditions

As mentioned above, click the **More** button to add additional search conditions. Each time you click **More**, another condition is added to the bottom of your condition list.

When you have more than one search condition, the **Fewer** button appears next to the **More** button. Click **Fewer** to remove search conditions from your list, from the bottom up.

Also when you have more than one search condition, the **Match all/any** popup appears next to the **More** and **Fewer** buttons. Select **Match all** if you want the search to capture a message only if that message satisfies *all* of your search conditions. Select **Match any** if you want the search to capture a message if that message satisfies *at least one* of your search conditions.

When using **Match all**, the more conditions you have, the finer your search; and you can reach a point where the search returns nothing. A common error is to specify too many conditions, too-specific search values, and **Match all**. If such a search returns nothing, try backing off on your search by using fewer conditions, or less-specific search values, or switch to **Match any**.

By contrast, a **Match any** search with multiple conditions can result in too many "hits" to make the search useful. Try working with fewer conditions in this case, or making the search text (or other value) more specific, or switching to **Match all**.

Every search is different, and everyone's mail collection is different, and you may need to experiment based on the mailboxes you want to look through, the amount of mail in each one, the kind of data you're looking for, and the crudeness or specificity of your search conditions.

Using the Mailboxes Pane

Click the **Mailboxes** tab to bring the Mailboxes pane to the front of the Search window.

In the Mailboxes pane, select the mailboxes and folders you want to search through (if your desired mailboxes are not already selected automatically).

Standard selection methods apply in this pane. The pane is a replica of the Mailboxes window (**Window>Mailboxes**). It duplicates your mailbox and folder structure, and also shows underlines for those mailboxes and folders in which there is unread mail. This can be useful if you want to target your search based on the Read or Unread status of messages.

Click on an item in the Mailboxes pane to select it. Use the **Shift** key to select a contiguous range of items (or drag-select), and use the **Command** key to make disjoint selections, adding or removing items in a group selection. Press **Command+A** to select all of your mailboxes and folders. To deselect an entire selection, click somewhere outside the selection.

One important point: When you click on a folder to select it, all mailboxes and folders contained in that folder are also selected. This is one difference from selection rules in your Mailboxes window.

Your selection in the Mailboxes pane determines where Eudora will look when conducting the search. Eudora will look at all messages contained in the selected mailboxes and folders.

Starting and Stopping the Search

Once you have set up your search — set up your search conditions in the Match area, selected **Match all** or **Match any** for multiple conditions, and selected your desired mailboxes and folders in the Mailboxes pane — click the **Search** button to start the search, or press **Return**.

Eudora begins searching through the selected mailboxes and matching messages against your search conditions.

As soon as the search begins, the **Search** button changes to **Stop**. Also, the Results pane is brought to the front of the Search window. And third, the **Mailboxes** and **Results** tabs are temporarily hidden, and are replaced with the status message "Searching: _______," where the blank is filled in with the name of the mailbox currently being searched. Eudora dynamically runs through these names as the search progresses, and they can change rapidly.

Note. Eudora searches your selected folders and mailboxes in the order in which they appear in the Mailboxes pane, and searches your messages in the order in which they appear in the mailboxes.

When Eudora encounters a message that matches the conditions of the search, that message appears in the Results pane, and the counter at the lower left of the message summary list (similar to a mailbox size display) is increased by one.

Messages continue to be added to the bottom of the message list in the Results pane (if they are successful matches), and the counter continues to roll upward, until the search is complete.

When the search is finished, the **Stop** button changes back to **Search**, the **Mailboxes** and **Results** tabs reappear, and the **Search results** checkbox appears next to the **More** button (or, with multiple conditions, next to the **More** and **Fewer** buttons and the **Match all/any** popup).

To stop a search at any time, click the **Stop** button in the Search window, or, if the Search window is currently on top, press **Escape (Esc)** or **Command+.** (period). The search stops, and any results are preserved in the Results pane. The button behavior is the same as described above (as if the search had completed).

You can also stop a search, using any of the above methods, when a desired result appears in the Results pane. If you need to look no further, that might be a convenient time to stop the search.

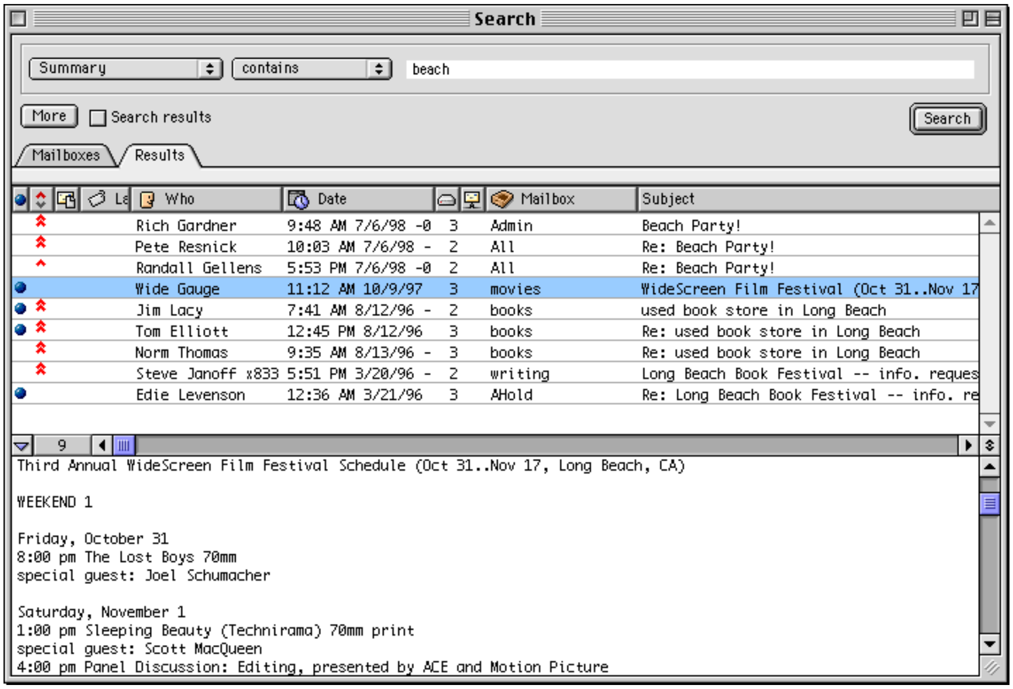
Closing the Search window terminates the search without preserving your results.

Note. For optimum search speed, keep the Search window on top until the search is completed. Searches run in the background tend to be a bit slower.

Note. To perform multiple searches, begin one search, then select **Special>Find>Search** (or press **Command+F**), set up the second search in the new Search window, and begin the second search. Continue with additional searches if you like. Eudora can perform all of these searches in tandem. You can also start a search and then move to other tasks, and Eudora will perform the search in the background.

Working with the Search Results in the Results Pane

The figure below shows a sample Results pane in a Search window following a simple search.



Summary contains beach

☐ Search results

●	⇕		Le	Who	Date			Mailbox	Subject
	⇈			Rich Gardner	9:48 AM 7/6/98 -0	3		Admin	Beach Party!
	⇈			Pete Resnick	10:03 AM 7/6/98 -	2		All	Re: Beach Party!
	↑			Randall Gellens	5:53 PM 7/6/98 -0	2		All	Re: Beach Party!
●				Wide Gauge	11:12 AM 10/9/97	3		movies	WideScreen Film Festival (Oct 31..Nov 17
●	⇈			Jim Lacy	7:41 AM 8/12/96 -	2		books	used book store in Long Beach
●	⇈			Tom Elliott	12:45 PM 8/12/96	3		books	Re: used book store in Long Beach
	⇈			Norm Thomas	9:35 AM 8/13/96 -	3		books	Re: used book store in Long Beach
	⇈			Steve Janoff x833	5:51 PM 3/20/96 -	2		writing	Long Beach Book Festival -- info. reques
●				Edie Levenson	12:36 AM 3/21/96	3		AHold	Re: Long Beach Book Festival -- info. re

9

```
Third Annual WideScreen Film Festival Schedule (Oct 31..Nov 17, Long Beach, CA)

WEEKEND 1

Friday, October 31
8:00 pm The Lost Boys 70mm
special guest: Joel Schumacher

Saturday, November 1
1:00 pm Sleeping Beauty (Technirama) 70mm print
special guest: Scott MacQueen
4:00 pm Panel Discussion: Editing, presented by ACE and Motion Picture
```

Search window showing sample search results

The Results pane can be thought of as a “virtual mailbox window,” with a few new features that do not appear in regular mailbox windows, and some variations on the actions you perform in regular mailbox windows.

The Results pane has all the columns of a regular mailbox window, with the addition of a new column, **Mailbox**, that does not appear in mailbox windows. The **Mailbox** column lists the mailbox that contains the message returned by the search.

The **Mailbox** column has an associated **popup menu**: click on a message summary in the Results pane, then press and hold down the mouse button on the Mailbox column of that summary. A popup menu appears, showing the list of containing folders for the named mailbox. Selecting one of the folders opens the Mailboxes window and highlights that folder in the window. It also includes the mailbox itself. By selecting it, you open that mailbox’s window.

The message summary list is similar to the lists you see in regular mailbox windows, except that in the Results pane, the list often contains messages from multiple mailboxes rather than just one.

Message summaries have all the markings and symbols they normally have in their “home” mailboxes (Status, Priority, Attachment, Label, Server Action, etc.). You can change some of these from the Results pane, as described further below.

As in regular mailbox windows, you can click on the column heading of any column to sort the Results pane messages by that column. Click the column heading again to turn off sorting by that column. Use **Option+click** to sort in descending order, and use **Shift+click** to do compound sorting: turn on multiple sort criteria (e.g., Who, Date, and Subject).

Note. If sorting is turned on for a particular column in the Results pane when you perform a new search in that Search window, the resulting messages are automatically sorted by that column as they come in to the Results list.

You can click on the **Mailbox** column heading to sort the results list by Mailbox. Eudora sorts the messages alphabetically.

You can also select **Special>Sort>by Mailbox** to sort the results list by the Mailbox column, and select it again to turn off sorting by Mailbox. The **by Mailbox** option on the **Sort** submenu is available only in the Search window Results pane. It is not available in regular mailbox windows.

Keep in mind that any sorting you do in the results list will *not* sort the messages back in their home mailboxes. The results list sort is independent of any current sort conditions in original mailboxes.

As in regular mailbox windows, you can **Option+click** on a column of a particular message summary to group together all messages in the results list that share the information in that column. For example, if you **Option+click** on the Who column of a particular message summary, Eudora groups together (and highlights) all messages in the results list that are from that same sender or to that same recipient, depending on whether the message is an incoming or outgoing message. Here again, however, the grouping that takes place in this window is *not* reflected back in the original mailbox windows for the messages in this list. That is, grouping in the Results pane is completely independent of any grouping in the original mailboxes.

You can do just about anything in the Results pane message list that you can do in any mailbox window summary list, with few exceptions. Those exceptions are noted below.

The numeric display at the bottom left of the message summary list, as mentioned above, reflects the number of messages that were returned by the search. It is a count of the number of message summaries in the Results pane. When the search is complete, this number stays static. You *cannot* remove messages from the Results pane, as you can in regular mailbox windows. Deletion notes are below.

The message count display is not the same as a mailbox size display. Clicking the counter button will do nothing.

The Results pane has its own message preview pane, which functions exactly like the message preview pane in regular mailbox windows. The show/hide button appears at the left of the divider between the message list and the preview pane; the splitter button, for resizing the preview pane up or down, appears on the right.

For more information on the normal operations performed in mailbox windows and the message preview pane, many or most of which apply here, see “Working with Mailboxes” on page 109. IMAP users: see “Managing Your Mail on the IMAP Server” on page 84 for the rule variations in IMAP mailbox windows. Click the page number to display the topic.

Here are the major operations you can perform in the Results pane and how they affect the original messages and the mailboxes in which they are stored:

- Changes you make directly to a message summary in the Results pane — changing the Status, the Priority, the Label, or the Server Action via the corresponding column popup — are reflected back in the message summary in the original mailbox, as well as in the original message itself.

- If you double-click on a message summary in the results list to open that message, the original message opens. You are now in the original message, and any changes you make to that message — changing the Priority or Label, or editing the message — are made to the original message, and are reflected, as appropriate, both in the results list summary and in the message's summary back in the original mailbox.
- You can delete messages in the Results pane summary list. To do so, select one or more message summaries (use standard selection methods) and do one of the following:
    - Press the **Delete** key
    - Select **Message>Delete**
    - Select **Transfer>Trash**
    - Click the **Delete** button on the main toolbar
    - Drag the summaries to one of the following destinations: the **Trash** mailbox icon in the open Mailboxes window; a Trash mailbox button on the main toolbar; the open Trash mailbox window.

  When you perform one of the above operations, the original message is deleted (transferred to the Trash). However, the message summary remains in the Results pane summary list, but the Mailbox column for that summary is updated to show the new mailbox — the Trash. If you then empty the Trash, the message summary for the deleted message is removed from the Results pane. **Note:** You can undo message deletions from the Results pane, in which case the Mailbox column of the message summary is updated to show the message's former mailbox.
- You can transfer messages via the Results pane summary list. To do so, select one or more message summaries (use standard selection methods) and do one of the following:
    - Select the new mailbox from the **Transfer** menu.
    - Drag the summaries to one of the following destinations: a mailbox icon in the open Mailboxes window, a mailbox button on the main toolbar, or an open mailbox window.

  When you perform one of these operations, the original message is transferred from its original mailbox to the new mailbox. The message summary in the Results pane, however, stays where it is: but the Mailbox column for that summary is updated to reflect the new mailbox in which the message is stored. **Note:** You can undo transfers from the Results pane, in which case the Mailbox column of the message summary is updated to show the message's former mailbox.

Note. IMAP users: See "Managing Your Mail on the IMAP Server" on page 84 for additional information on the peculiarities of working with IMAP messages. Click the page number to display the topic.

Performing an Additional Search on the Search Results

Assume you've opened the Search window, set up your search, and clicked the **Search** button.

The search is complete (or you've stopped it mid-way), and now the results appear in the Results pane, and the **Search results** checkbox appears next to the **More** button (or, if you have multiple search conditions, it appears next to the **Match all/any** popup).

You can now perform an additional search on your search results, to achieve finer granularity. You can use this feature, for example, if you haven't quite pinpointed what you want, and you know that it's in the results list but you want to whittle down your results further.

To do this, take the following steps:

1. Click the **Search results** checkbox to turn it on.
2. Change your search conditions. You *must* change your search conditions for the new search (or "sub-search"), or you will merely return the same results you have now. This change can be as simple as changing a single character in a specified text string.

   Note. Because the search is performed only on the results in the Results pane, changing your selected mailboxes in the Mailboxes pane will have no effect.
3. Perform the search: click the **Search** button (or press **Return**), and allow the search to continue to completion, or stop it at any time.

Your new results will likely be a subset of your first results, and may make it easier to find the information you're looking for.

You can perform additional searches on the results returned by each sub-search, by keeping the **Search results** checkbox clicked (turned on), changing the search conditions each time, and performing the search.

Note. The **Search results** checkbox is only displayed following a successful search: that is, one that returns at least one message into the Results pane. This is true whether you allow the search to run to completion or you stop it partway.

Saving a Search Results Window

Once you have performed a search, you can save the search results to display or to conduct additional searches later.

To save a search results window, do the following:

1. Perform the search.
2. From the **File** menu, choose **Save As.** The Save As dialog appears showing **Search Folder** as the folder to where the search results window is to be saved.
3. In the **Save As** dialog, type the name of the search results window and click **OK.** The search results window is saved in the Search folder.

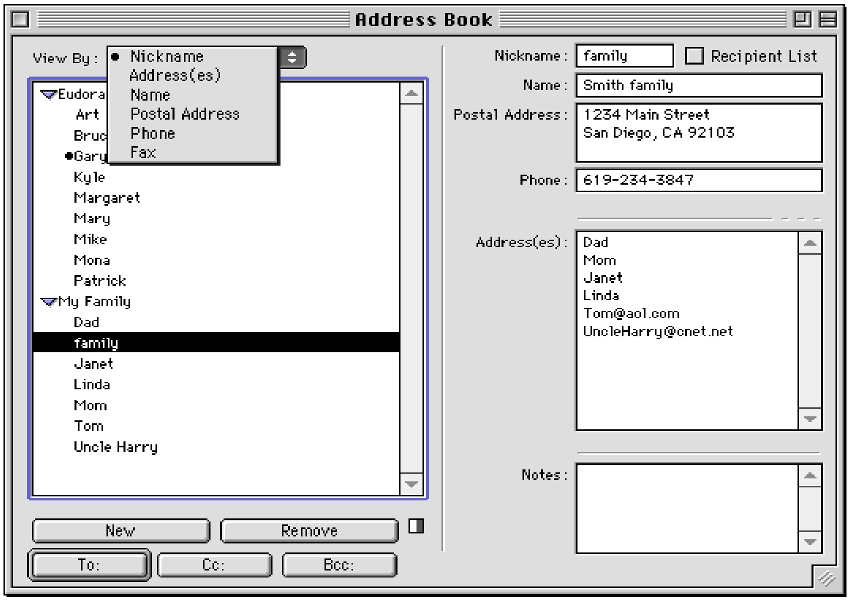
To retrieve the saved search results window: from the **Special** menu, choose **Find**, and the name of the search results window is listed at the bottom of the **Find** submenu. Select it and the saved search window will display.

Using the Address Book and Quick Recipient List

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full email address (email addresses for groups), a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, select **Window>Address Book**, or press **Command+L**, or click the **Address Book** button on the main toolbar. In the example below, the Address Book is a normal window (not tabbed). For more detains on tabbed windows, see "Tabbed Windows" on page 183. Click the page number to display the topic.


Address Book
View By :
● Nickname
Address(es)
Name
Postal Address
Phone
Fax
Eudora
Art
Bruc
●Gary
Kyle
Margaret
Mary
Mike
Mona
Patrick
My Family
Dad
family
Janet
Linda
Mom
Tom
Uncle Harry
New
Remove
To:
Cc:
Bcc:
☐ Recipient List
Notes :

Nickname : family

Name : Smith family

Postal Address : 1234 Main Street
San Diego, CA 92103

Phone : 619-234-3847

Address(es) : Dad
Mom
Janet
Linda
Tom@aol.com
UncleHarry@cnet.net

The Address Book with example entries

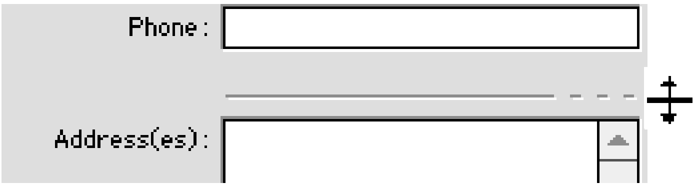
All of the Address Book entries are kept in files, so you can group your entries by putting them in different files. **Eudora Nicknames** is the default file, and the example above shows the additional file My Family. To show or hide the entries in a file, click the triangle button to the left of the file.

You can use the **View By** popup menu to display the entries using any of the information fields except the **Notes** field. For example, if you want to view the entries by nicknames, select **Nickname** from the **View By** popup. If you view by a field that does not contain any data, the entry appears as the nickname enclosed in double angle-brackets: e.g., «family».

You can find and select an entry by typing the first few letters of the entry. The list of entries must be active (to make the list active, click once somewhere in the list).

You can page up and down in the list of entries, use the arrow keys to move up and down through the entries, or hold down the **Command** key and use the arrow keys to move up and down through the files of entries.

You can also resize the Address Book sections using the dividers between them. Put your cursor over a line, and drag the line to where you want it. This lets you hide or display fields. (- - - indicates hidden fields.)



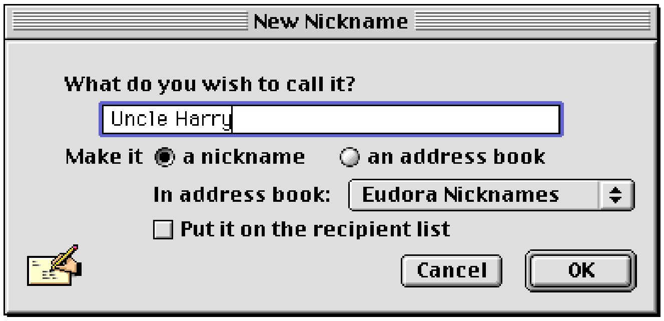
Resizing the Address Book sections

You can show or hide the right side of the Address Book by clicking on the split-screen button (◨) next to the button cluster at the bottom left of the window. Hiding the right side is useful in saving desktop space when you keep the Address Book open to use nicknames. (The left side contains the **View By** list and the control buttons; the right side contains the informational fields and the **Recipient List** checkbox.)

To print your Address Book entries, select the entries you want (using standard selection methods) and select the **File>Print...** command. The standard Print dialog appears.

Creating New Entries

To create a new file of Address Book entries, click the **New** button in the Address Book. A dialog appears asking what you want to call it. Enter a name for the file and select **Make it a file**, then click **OK** to create the file. The file appears in the entry list, and you can now add entries to the file.


New Nickname

What do you wish to call it?

Uncle Harry

Make it ● a nickname ○ an address book

In address book: Eudora Nicknames

☐ Put it on the recipient list

Creating a new file or entry

To create a new entry to be included in an existing file, click the **New** button in the Address Book. A dialog appears asking what you want to call it. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the email address(es) in the entry. Select **Make it a nickname**. Nicknames can be used in place of proper email addresses in the To, Cc, and Bcc fields of outgoing messages.

You can also make this entry a new address book. Just enter the name of the address book, for example FAMILY, and select **Make it an address book** option.

If you have multiple files, then from the **In address book** popup menu, select the address book where you want to keep this entry. Select the **Put it on the recipient list** option if you want the nickname on your Quick Recipient List. You cannot create a file within a file, so do not use the **Make it a file** option. Click **OK** to create the entry. Then you can enter the information for that entry, in the informational fields of the Address Book.

In the **Address(es)** field of the Address Book for that entry, enter the complete email address(es) of the person or people to be included in the nickname. Separate multiple addresses with commas or **Returns** (this is the only place you can use a **Return** to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined by their own entry. You can use a mixture of nicknames and complete email addresses.

Note. Be sure the **Address(es)** field contains no other information except addresses and nicknames, or your messages will be addressed incorrectly.

In the **Name** field, enter a descriptive name, such as the real name of the person or an informal name for the group (e.g., “John Jones” or “Barker Family”). If there is just one address for the entry, this descriptive name and the address are included in the To field for your recipient to see. If there is more than one address for the entry, the descriptive name is the only thing included in the To field for your recipients—they do not see the whole list of recipients.

In the other fields (**Postal Address**, **Phone**, **Fax**, and **Notes**), you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

We recommend that you have at most 2,000 nicknames per nickname file. If the files are too large, they may appear collapsed in the Address Book, but you can still use all the nicknames when addressing messages. If you have a large number of entries, you might want to consider using a Ph or LDAP server (for information, see “Sources” on page 273; click the page number to display the topic).

To save your changes to the Address Book, select **File>Save** or close the Address Book and click the **Save** button in the alert.

Note. If your Address Book has duplicate entries, Eudora recognizes only the topmost entry of the duplicates.

Also, if you do not have any nicknames on your Quick Recipient List, the expression **No_Quick_Recipients_Defined** appears as an entry in the **Eudora Nicknames** file in the Address Book. For more details, see “Using the Quick Recipient List” on page 171 later in this chapter. Click the page number to display the topic.

Changing and Moving Entries

To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

Important. If you change a nickname, be sure to correct any entries that reference that nickname.

To move an entry from one file to another, select the entry and simply drag it to the destination file.

To save your changes to the Address Book, select **File>Save** or close the Address Book and click the **Save** button in the alert.

Removing Entries

To remove one or more Address Book entries, select the items from the list and click the **Remove** button. To undo, close the Address Book without saving and click **Discard** in the alert. (For multiple selections, use the **Shift** key to select items in sequence and the **Command** key to select items out of sequence.)

To remove one or more nickname files, select the items from the list (use standard selection methods) and click the **Remove** button. An alert appears. Click **Remove It** to remove the item named in the alert. *This operation cannot be undone.* One alert appears for each item you've selected in the list. If you click **Cancel** in any alert, the remove is terminated for all remaining items.

Note. You cannot remove the **Eudora Nicknames** file.

To save your changes to the Address Book, select **File>Save** or close the Address Book and click the **Save** button in the alert.

Including Nicknames on the Quick Recipient List

To include a nickname on the Quick Recipient List, select the appropriate Address Book entry from the list and check the **Recipient List** box (next to the **Nickname** field). The nickname for the selected entry is added to the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For more details on this list, see "Using the Quick Recipient List" on page 171. Click the page number to display the topic.

Note. To add multiple nicknames to the Quick Recipient List, select the desired entries (using multiple selection methods) and check the **Recipient List** box.

To remove one or more nicknames from the Quick Recipient List, select the appropriate Address Book entry or entries from the list and uncheck the **Recipient List** box.

Note that checking and unchecking the **Recipient List** box performs the add/remove operation to the Quick Recipient List automatically, without requiring you to save the change in the Address Book. However, if you make other changes to your Address Book during the same session, you will need to save them. In that case, select **File>Save** or close the Address Book and click the **Save** button in the alert.

Nicknames on the Quick Recipient List are available from the **Edit>Insert Recipient** submenu and from the **New Message To**, **Forward To**, and **Redirect To** submenus under the **Message** menu.

Note. To rebuild the table of contents in your Quick Recipient List, hold down the option key and open your address book from the Windows menu.

Addressing a Message from the Address Book

To automatically open and address a new message from the Address Book:

- In the Address Book entry list, select the entry that contains the email address(es) corresponding to the people to whom you want to send the message. You can select multiple entries: Hold down the **Shift** key to select multiple entries in sequence, or the **Command** key to make non-sequential selections.
- Click the **To:**, **Cc:**, or **Bcc:** button at the bottom of the Address Book.

A new composition window appears with the selected nickname(s) inserted in the recipient field corresponding to the button you clicked.

Note. Here's another way to open and address a new message from the Address Book, but inserting nicknames in the **To** field only: **Double-click** on one entry in the entry list, or **double-click** on one of many selected entries in the list. A new message is opened and the nickname(s) are inserted in the **To** field.

Once the composition window appears, you can use any of the following methods to insert additional nicknames into the recipient fields (**To**, **Cc**, and **Bcc**):

- Select one or more entries in the Address Book entry list and click the **To:**, **Cc:**, or **Bcc:** button.
- Select one or more entries in the entry list and drag the selected entries to one of the recipient fields.
- Select one or more entries and **double-click** anywhere on the selection to add the nickname(s) to the **To** field.

Note. Hold down the **Shift** key while clicking the **To:**, **Cc:**, or **Bcc:** button to keep the Address Book topmost, so you can continue addressing the message or otherwise working in the Address Book.

Inserting Full email Addresses rather than Nicknames

If the **Expand nicknames immediately** option is turned on in the Composing Mail Settings (**Special>Settings...>Composing Mail**), then when you add a nickname to a recipient field using one of the above methods, the nickname is automatically expanded into the full email address(es) it contains.

If the **Expand nicknames immediately** option is turned off, however, you can still cause inserted nicknames to be immediately expanded into their full email addresses by using one of the following methods of addressing the message:

- Hold down the **Option** key while clicking the **To:**, **Cc:**, or **Bcc:** button.
- Drag one or more selected entries to the **To**, **Cc**, or **Bcc** field.

- Hold down the **Option** key while double-clicking on one or more selected entries (**To** field only).

The "Make Address Book Entry" Command

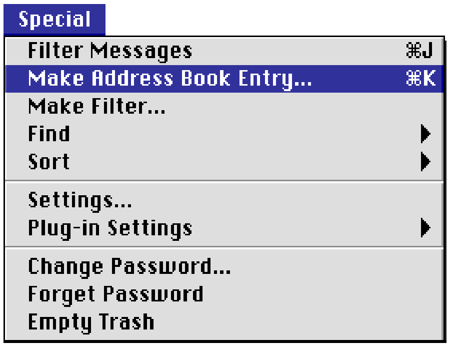
The **Make Address Book Entry...** command under the **Special** menu is used to create entries in your Address Book, and is especially helpful for making group entries. You can use this command from anywhere in Eudora, including open messages, open mailbox windows, the Address Book, and the Directory Services window.

Also from anywhere in Eudora, including open messages, you can create Address Book entries from the current selection by selecting the addresses you want, then holding down the **Shift** key and selecting **Make Address Book Entry From Selection...** from the **Special** menu.

Following is the General Procedure for using the **Make Address Book Entry...** command, after which we describe the particular cases. At the end of this subsection, instructions appear for making an entry from selected addresses using the **Make Address Book Entry From Selection...** command.

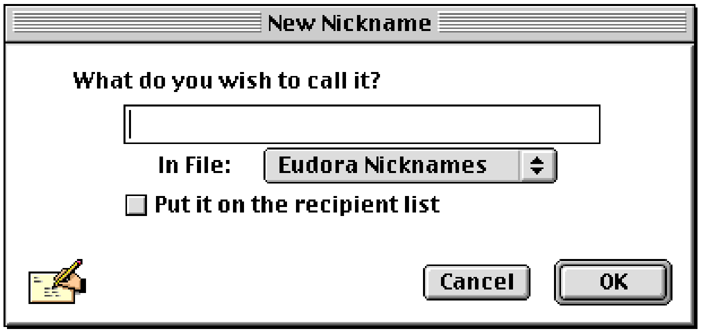
General Procedure

1 From anywhere in Eudora (specific cases are described below), select the **Special>Make Address Book Entry...** command.


Special
Filter Messages ⌘J
Make Address Book Entry... ⌘K
Make Filter...
Find
Sort
Settings...
Plug-in Settings
Change Password...
Forget Password
Empty Trash

The Make Address Book Entry... command

The **New Nickname** dialog appears, prompting you for the nickname of the new entry.


New Nickname
What do you wish to call it?
In File:
Eudora Nicknames
☐ Put it on the recipient list
Cancel
OK

New Nickname dialog

2. In the text box, type a nickname for the new entry.
3. If you have more than one nickname file, select the file in which you want to store the nickname from the **In File** popup menu.
4. If you want to put the nickname on your Quick Recipient List, check the **Put it on the recipient list** option.
5. Click **OK**.

The results in each case are described in the following sections.

For more details on using the New Nickname dialog, see “Creating New Entries” on page 162. Click the page number to display the topic. Note, however, that in the version of the dialog above (as generated by the **Make Address Book Entry...** command), there is no **Make it a file** option.

Note. If your new nickname has the same name as an existing nickname, a prompt appears asking if you want to add the address(es) to the existing nickname or replace the existing nickname with the new address(es).

Making Entries from an Open Message Window or an Open Mailbox Window

In an open message window, perform the previous procedure.

In an open mailbox window, select the message summary or summaries you want and perform the General Procedure.

If the open or selected message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the open or selected message is an incoming message, the new entry will include the address in the **From** field.

If multiple message summaries are selected in the mailbox window, addresses are taken from each message and are all put in the new entry.

When you use the **Make Address Book Entry...** command in an open message or mailbox window, Eudora uses your current Replying Settings (**Special>Settings...>Replying**). If the **Reply to all By default** setting is turned on (or if it is not and you hold down the **Option** key when selecting **Make Address Book Entry...**), the new entry will include all of the recipients of the message plus the sender. However, if the **Include yourself** setting is turned off and the current message is an incoming message, your address is not included in the new entry.

Making Entries from the Address Book

This feature gives you an easy way to take several of your existing nicknames and group them together under one composite nickname. For example, you can quickly combine your Family, Friends, and School nicknames under a composite nickname called Everybody. The Everybody entry contains the *nicknames* Family, Friends, and School, rather than their expanded email addresses. However, if you address a new outgoing message to Everybody, it will be sent to *all* of the email addresses contained in the Family, Friends, and School entries.

In the open Address Book, highlight several different entries in the entry list (hold down the **Shift** key to select multiple entries in sequence, or the **Command** key to make non-sequential selections) and perform the General Procedure described above.

The **Address(es)** field of the new entry will contain the *nicknames* for the entries you selected, not their real addresses.

Making Entries from the Directory Services Window

In the Directory Services window, finish a Ph or LDAP query and perform the General Procedure described above.

The real name(s) and email address(es) of the query results are included in the new entry.

Note. The **Make Address Book Entry...** command is not available for use with Finger query results.

Making Entries from the Current Selection

From anywhere in Eudora, including an open message, highlight the addresses you want, then hold down the **Shift** key and select the **Special>Make Address Book Entry From Selection...** command.

The **New Nickname** dialog appears. Follow the instructions in the General Procedure above, to create the new entry.

The new entry's **Address(es)** field will include all of the addresses that you selected.

Finish Address Book Entry Command

You can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** field of a message, then select the **Edit>Finish Address Book Entry** command (or press **Command+,**) and the nickname will be completed for you.

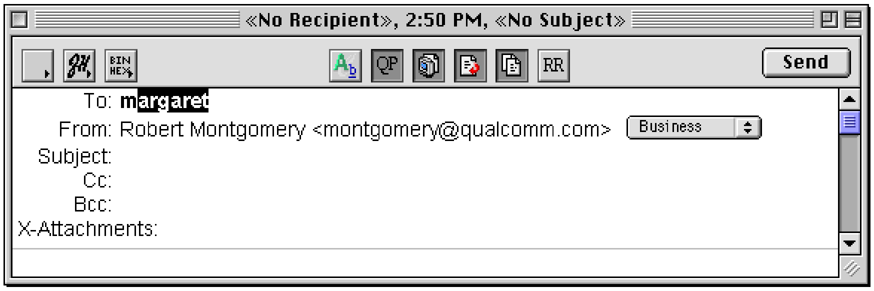
If you have several nicknames in your Address Book that begin with the same letter, type that first letter in the **To**, **Cc**, or **Bcc** field of a new message composition window, then press **Command+,** (or select **Edit>Finish Address Book Entry**) to display the nickname popup list for that letter. Choose the desired nickname from the list. See the next section “Nickname Auto-Completion” for more information.

To insert the real addresses for the entry instead of the nickname, hold down the **Option** key and select **Edit>Finish & Expand Address Book Entry**. (The nickname popup list appears if you have several nicknames beginning with the same letter.) To set this auto-expansion to happen all the time (so that you don't have to hold down the **Option** key), check the **Expand nicknames immediately** box in the Composing Mail Settings (**Special>Settings...>Composing Mail**). For an alternate way to complete nicknames, see the next section, “Nickname Auto-Completion.”

Nickname Auto-Completion

Similar to the **Finish Address Book Entry** command, nickname auto-completion lets you enter a portion of an Address Book nickname in the **To**, **Cc**, or **Bcc** field and have Eudora automatically complete the nickname. Press **Return** or **Enter**, and the email address for the nickname appears (provided, however, the **Expand nicknames immediately** box is checked in the Composing Mail Settings, **Special>Settings...>Composing Mail**).

In the example below, suppose you want to send a message to Margaret. Previously, you entered the nickname **Margaret** and her email address in your Address Book. In the **To** field, type **m** (the feature is case-insensitive) and Eudora completes the name. If you have more than one nickname beginning with M in your Address Book, you can select the desired nickname using the nickname popup menu (press **Command+,** to display the menu). You can go through the list using the up and down arrow keys. All nicknames in the **To**, **Cc**, and **Bcc** fields are shown in bold to indicate that they are nicknames previously entered in the Address Book.



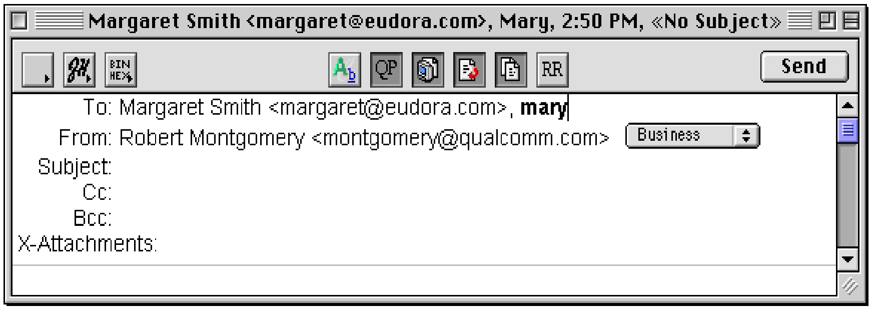
«No Recipient», 2:50 PM, «No Subject»

To: **margaret**
From: Robert Montgomery <montgomery@qualcomm.com>
Subject:
Cc:
Bcc:
X-Attachments:

Nickname auto-completion in a new message

Note. If you have only a **Margaret** and a **Mary** as nicknames in your Address Book, Eudora completes the first alphabetical name. So if you type **m**, **Margaret** appears first.

To complete the nickname, press **Return** or **Enter**. If you press comma (**,**), Eudora expands the address and adds a comma at the end of the address so you can add another recipient's nickname, as shown in the example below.

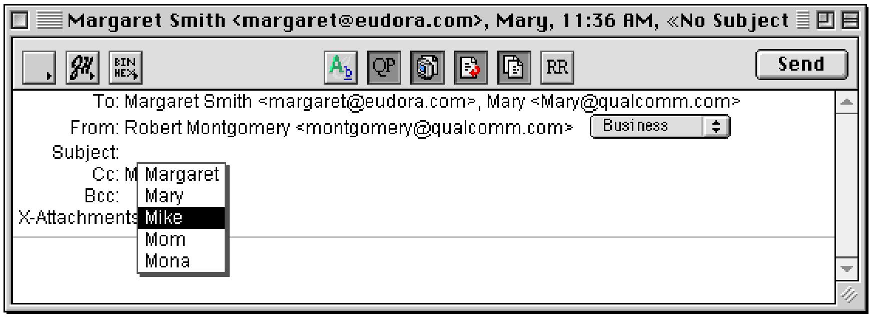


Margaret Smith <margaret@eudora.com>, Mary, 2:50 PM, «No Subject»

To: Margaret Smith <margaret@eudora.com>, **mary**
From: Robert Montgomery <montgomery@qualcomm.com>
Subject:
Cc:
Bcc:
X-Attachments:

Nickname auto-completion after pressing the comma key

If you have several nicknames that begin with M, it may be better for you to display the nickname popup menu and select the nickname you want. In the example below, suppose you want to Cc Mike on your message. Type **m** and press **Command+,** (comma). The nickname popup menu appears.



Margaret Smith <margaret@eudora.com>, Mary, 11:36 AM, «No Subject

To: Margaret Smith <margaret@eudora.com>, Mary <Mary@qualcomm.com>
From: Robert Montgomery <montgomery@qualcomm.com>
Subject:
Cc: M
Bcc:
X-Attachments:

Nickname auto-completion popup menu

Select the nickname using the mouse pointer or arrow keys. To cancel without selecting a nickname, click outside the popup or press **Escape** (**Esc**) or **Delete**. To complete the nickname's address, press **Return** or **Enter**.

Note. To turn the nickname auto-completion feature off, select **Special>Settings...>Composing Mail** to display the Composing Mail Settings, uncheck the **Nickname auto-completion** box, and click **OK**. To turn the feature on, just check the box and click **OK**.

Using Nicknames that were Not Created by Eudora

To use a nickname text file (.txt) that was not created in Eudora, put the file in the **Nicknames Folder** in your Eudora Folder (located in your System Folder) and be sure the format is correct: one nickname on each line with the word "alias," a space, the nickname, a space, and the real address. For example:

```
alias joe joe@wow.com
```

If you show aliases, list them at the top of the file and list notes at the bottom of the file. You cannot mix aliases and notes.

Here's the general format:

```
alias nickname user@company.com
note nickname
<name:realName><address:postalAddressLine1 postalAddressLine2
postalAddressLine3><phone:phoneNumber><fax:faxNumber>noteField
```

And here's an example, using "joe" above:

```
alias joe joe@wow.com
note joe
<name:Joe Doakes><address:Wow Inc. 1234 Main St. Anytown, CA><phone:(714)
555-1212><fax:(714) 555-1234>This is Joe D. at Wow, supplier for left-handed
widgets
```

You will need to quit and restart Eudora to see your new entries in the Address Book.

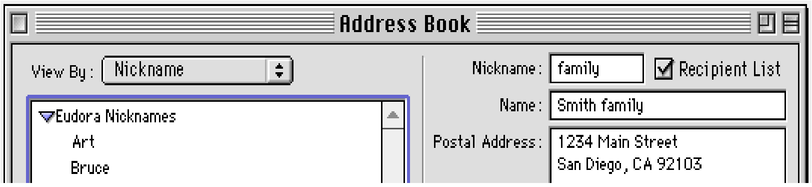
Saving Your Entries to a File

To save your Address Book entries as a text clipping with tab-delimited entries, select the entries you want and hold down the **Option** key while dragging them to the Finder. To save them as a text clipping with the standard nickname format, use the same process but do not hold down the Option key.

Using the Quick Recipient List

The Quick Recipient List provides a convenient way for you to address messages to your most frequent correspondents, via their nicknames.

The Quick Recipient List is a list of nicknames. A nickname appears on this list if you have checked the **Recipient List** box in the Address Book entry for that nickname.



View By: Nickname

Nickname: family ☑ Recipient List

Name: Smith family

Postal Address: 1234 Main Street
San Diego, CA 92103

The Recipient List checkbox in the Address Book

To open a new message and have it automatically addressed to someone on your Quick Recipient List (the item is entered in the **To** field), select the nickname from any of these three submenus under the **Message** menu:

- **New Message To** — Opens a new message and addresses it to the selected nickname.
- **Forward To** — Forwards the current message(s) to the selected nickname.
- **Redirect To** — Redirects the current message(s) to the selected nickname.

To insert a quick recipient's nickname into a message that you have already opened, put the cursor where you want the nickname and select the nickname from the **Edit>Insert Recipient** submenu.

To insert the real address(es) instead of the nickname, hold down the **Option** key and select the nickname from the **Edit>Insert & Expand Recipient** submenu. To set this to happen all the time (so that you don't have to hold down the **Option** key), turn on the **Expand nicknames immediately** option in the Composing Mail Settings (**Special>Settings...>Composing Mail**).

You can add more than one nickname from the Quick Recipient List to the **To**, **Cc**, and **Bcc** fields of any message. If you add the nicknames by selecting them from the **Insert Recipient** submenu (or **Insert & Expand Recipient**), Eudora automatically adds commas where necessary.

Using Directory Services

What Are Directory Services?

Directory services are electronic White Pages and Yellow Pages-style services that let you look people up on the Internet, or in your organization's *Intranet*, which is a local electronic neighborhood.

Typically when you want to look someone up you want to find out their email address, and perhaps other items such as their location (city or county, state or province, country), their phone number, their organization, their title, and perhaps also their full name if you only know part of it.

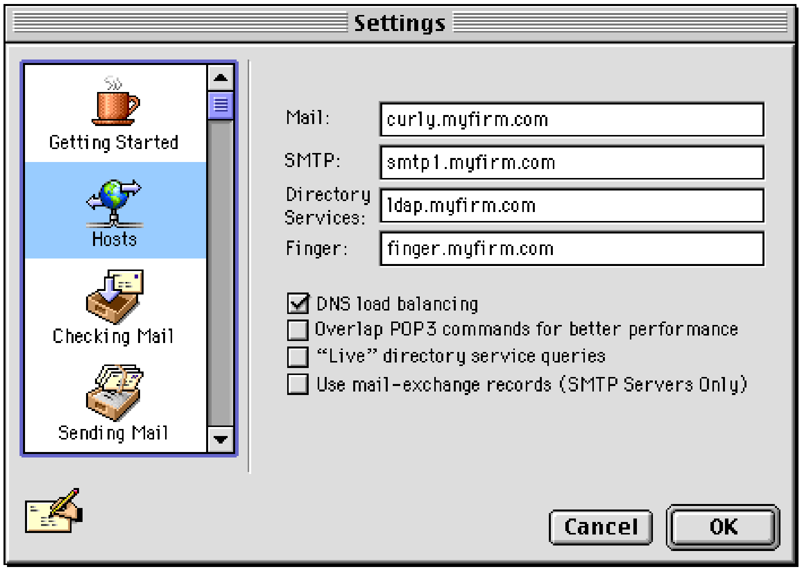
Eudora lets you look people up on the Internet and local Intranets using three directory service protocols: **Ph**, **LDAP** (Lightweight Directory Access Protocol), and **Finger**.

To use any of these directory service protocols, and thereby use the directory services available to you on the Internet or within your organization, you must first enter the default servers that will provide these services in your Hosts Settings. We do that first, below, and then show you how to use the directory services once you've set up Eudora to know where to look when you want to find someone out on the Internet or in your organization.

Note. The instructions in this chapter are the basic instructions for performing Internet and Intranet lookups in Eudora. For more details on how to use the Ph and Finger protocols when performing lookups, see your email Administrator or your Internet Service Provider. For detailed instructions on how to perform Internet and Intranet lookups using LDAP in Eudora, see the separate document *How to Look Up People Using LDAP in Eudora*. This document is installed as an online manual, in PDF form, in your **Documentation Folder**, located in your Eudora Pro Application Folder (the folder that contains your Eudora Pro application file).

Getting Ready: Specifying Your Default Lookup Servers

To begin, select **Special>Settings...** to display the Settings dialog, and then click the **Hosts** category in the category list to display the Hosts Settings.



Mail: curly.myfirm.com
SMTP: smtp1.myfirm.com
Directory Services: ldap.myfirm.com
Finger: finger.myfirm.com

☑ DNS load balancing
☐ Overlap POP3 commands for better performance
☐ "Live" directory service queries
☐ Use mail-exchange records (SMTP Servers Only)

Hosts Settings with sample server entries

The **Mail** field should contain the name of your incoming mail server. This is the POP or IMAP server that receives the mail that people send you.

The **SMTP** field should contain the name of your outgoing mail server, which is the server that processes your mail when you send it out. If your email Administrator or your Internet Service Provider instructed you to leave this field blank, it is likely because your SMTP server resides on the same computer as your incoming mail server. In that case, Eudora uses the server name in your **Mail** field as the location of both your incoming (POP or IMAP) and outgoing (SMTP) servers.

In the **Directory Services** field, you can enter the name of a host computer that will be providing you either the Ph or the LDAP service. In the example, we've entered an LDAP server name. Many organizations have their own Ph and LDAP servers, and there are a number of public Ph and LDAP servers out on the Internet that you can use to look people up. You can enter *either* a Ph server name or an LDAP server name in this field, and you can change the server name at any time while using Eudora.

In the **Finger** field, optionally, you can enter the name of a host computer that will be providing you your Finger service. However, if you leave this field blank, Eudora will use the server you've entered in the **SMTP** field as the server that will provide your Finger service. And if you've left the **SMTP** field blank as well, Eudora will use the server named in the **Mail** field.

When you have finished entering your server names in the text fields, click the **OK** button in the Settings dialog to save your changes and close the dialog.

The **"Live" directory service queries** option in the Hosts Settings panel is discussed later in this chapter, under the section about keeping the connection open to your lookup server. You should check with your email Administrator or your Internet Service Provider for instructions on how to set the other options in the Hosts panel. See "Hosts" on page 231 for descriptions of what these options do. Click the page number to display the topic.

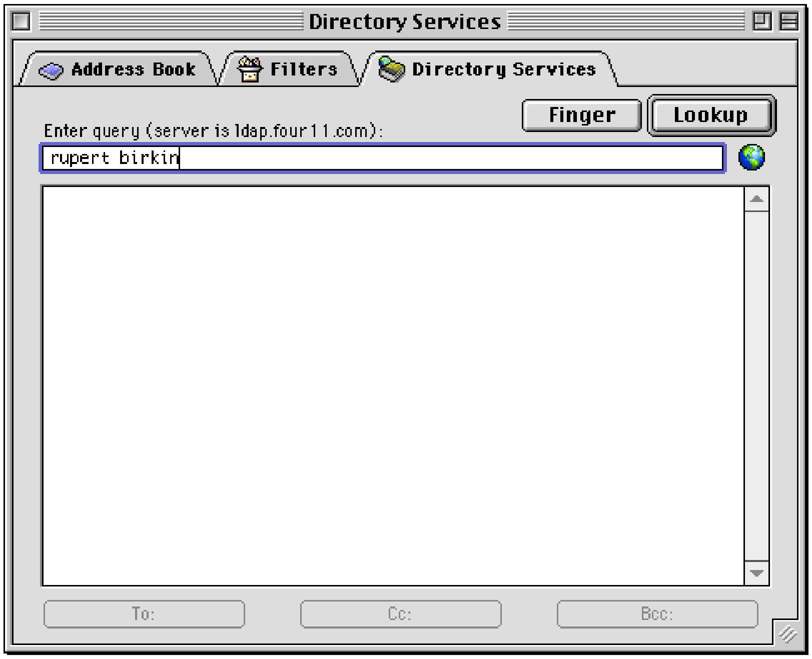
Note. Your email Administrator or your Internet Service Provider can provide you the server names to enter in the **Directory Services** and **Finger** fields. You can also use the **Globe** icon in the Directory Services window to find other lookup servers, as discussed later in this chapter. If you are upgrading from an earlier version of either Eudora Pro or Eudora Light, the servers to be used for your Ph (or LDAP) and Finger services are carried over into your Hosts Settings for the new version.

Looking Someone Up

To look someone up on the Internet or your local Intranet, do the following:

1 Open the Directory Services window using one of these methods:

   - Select **Window>Directory Services**.
   - Press **Command+Y**.
   - Click the **Directory Services** button on the main toolbar.
   - Click the Directory Services window's tab, if the window is an inactive window in a tabbed window group that is open on your desktop. In the example below, the Directory Services window is part of a tabbed window group. See "Tabbed Windows" on page 183 for more details. Click the page number to display the topic.



Enter query (server is ldap.four11.com):

rupert birkin

Directory Services window with typed entry

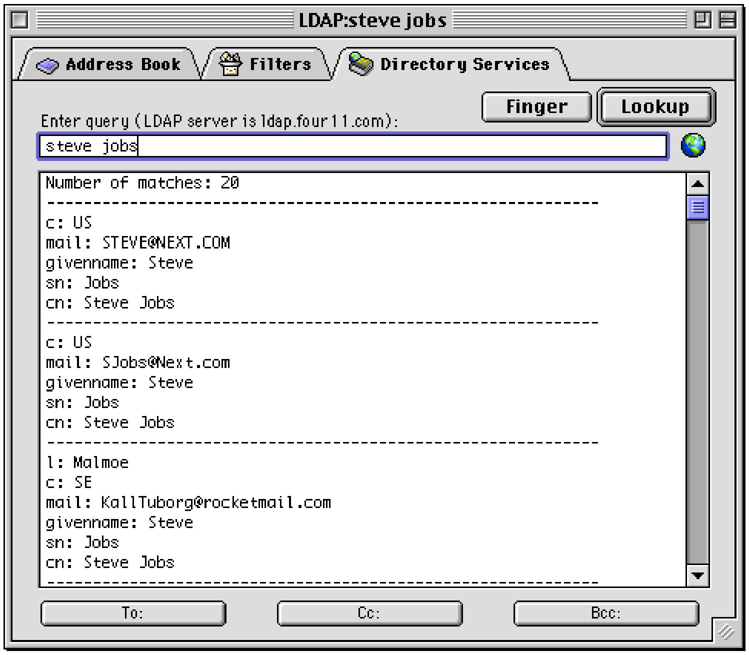
2 In the **Enter query** field, type the name of the person you are looking for, or associated information in the format allowed by the current server's protocol (the current server is shown in parentheses after the **Enter query** label).

- With Ph, you can enter the person's first name, last name, first and last name, email address, or any Ph command except login commands or commands that require login. (Administrators: For information about the Ph server source code, see "Sources" on page 273. Click the page number to display the topic.)
- With LDAP, you can enter last name only, first and last names, and other information. For advanced instructions on using LDAP in Eudora, see the separate document *How to Look Up People Using LDAP in Eudora*, installed as a PDF file in your **Documentation Folder**, under your Eudora Pro Application Folder.
- With Finger, enter your query in the form **name@domain**. If you leave out the **@domain** part, Eudora supplies the "@" sign followed by the name of your Finger server, as specified in the **Finger** field of the Hosts Settings (**Special>Settings...>Hosts**), or as specified in the **SMTP** field if the **Finger** field is blank. So if your Finger server name is of the form **xxx** and you enter a query of **name**, Eudora converts the query to **name@xxx**

3 For a Ph or LDAP lookup, click the **Lookup** button. For a Finger lookup, click the **Finger** button.

The query is sent to your Ph, LDAP, or Finger server, and the results returned by the server appear in the lower section of the window, the large area under the **Enter query** field. Scroll bars are provided to let you scroll through long results.

Note. To stop a query at any time, press the **Escape** key (**Esc**), or press **Command+.** (period).



Enter query (LDAP server is ldap.four11.com):

steve jobs

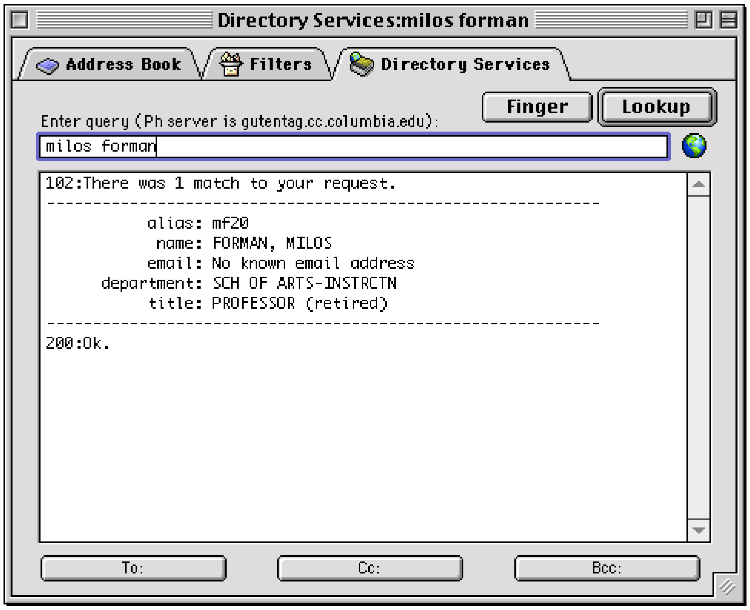
```
Number of matches: 20
------------------------------------------------------------
c: US
mail: STEVE@NEXT.COM
givenname: Steve
sn: Jobs
cn: Steve Jobs
------------------------------------------------------------
c: US
mail: SJobs@Next.com
givenname: Steve
sn: Jobs
cn: Steve Jobs
------------------------------------------------------------
l: Malmoe
c: SE
mail: KallTuborg@rocketmail.com
givenname: Steve
sn: Jobs
cn: Steve Jobs
------------------------------------------------------------
```

Results of an LDAP query from a public server

Note. Results may vary from server to server, even within the same protocol (e.g., LDAP). You can use the tab key to cycle through the entries that have email addresses.

4 Work with your query results if desired:

- You can open and address a new message to one or more individuals in the results (Ph or LDAP only), or you can add their addresses to a new message that is on top. You use the **To:**, **Cc:**, and **Bcc:** buttons at the bottom of the Directory Services window, or drag and drop. See “Addressing a Message from Your Query Results” on page 179 for details. Click the page number to display the topic.
- You can make a new Address Book entry from your query results (Ph or LDAP only). To do so, choose one of the records returned by the Ph or LDAP server, select the **Special>Make Address Book Entry...** command, and specify a nickname and other information as necessary or desired in the **New Nickname** dialog that appears. You can also highlight one or more addresses in the results, hold down the **Shift** key, and select the **Special>Make Address Book Entry From Selection...** command. For more details, see “The “Make Address Book Entry” Command” on page 166. Click the page number to display the topic.

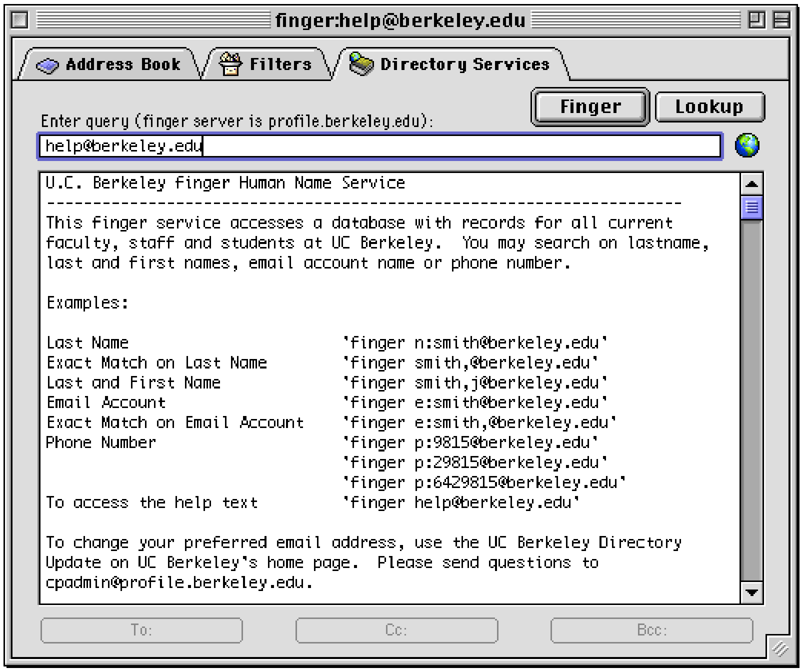


Enter query (Ph server is gutentag.cc.columbia.edu):

milos forman

```
102:There was 1 match to your request.
------------------------------------------------------------
           alias: mf20
            name: FORMAN, MILOS
           email: No known email address
      department: SCH OF ARTS-INSTRCTN
           title: PROFESSOR (retired)
------------------------------------------------------------
200:Ok.
```

Results of a Ph query from a public server



Enter query (finger server is profile.berkeley.edu): help@berkeley.edu

```
U.C. Berkeley finger Human Name Service
---------------------------------------------------------------------
This finger service accesses a database with records for all current
faculty, staff and students at UC Berkeley.  You may search on lastname,
last and first names, email account name or phone number.

Examples:

Last Name                       'finger n:smith@berkeley.edu'
Exact Match on Last Name        'finger smith,@berkeley.edu'
Last and First Name             'finger smith,j@berkeley.edu'
Email Account                   'finger e:smith@berkeley.edu'
Exact Match on Email Account    'finger e:smith,@berkeley.edu'
Phone Number                    'finger p:9815@berkeley.edu'
                                'finger p:29815@berkeley.edu'
                                'finger p:6429815@berkeley.edu'
To access the help text         'finger help@berkeley.edu'

To change your preferred email address, use the UC Berkeley Directory
Update on UC Berkeley's home page.  Please send questions to
cpadmin@profile.berkeley.edu.
```

Results of a Finger query

Keeping the Connection Open to Your Lookup Server for “Live” Queries

Turn on the **“Live” directory service queries** option in your Hosts Settings (**Special>Settings...>Hosts**), and here’s what happens:

- The connection with your current Ph or LDAP server (shown in parentheses after the **Enter query** field label) is kept open. Your queries are automatically sent to the server when you pause after typing the query text in the **Enter query** field. If you type some text, pause, and then get too many matches, continue typing more characters in your query string to narrow the search.

Note. The “live” query feature is not available for Finger queries.

Performing Turbo Lookups on Selected Text

To perform a rapid, automatic lookup on text selected anywhere in Eudora (including the Directory Services window), do the following:

1. From anywhere in Eudora, select the text that you want to use as your directory services query string.

   Note. If you don’t select text in the current message, the turbo lookup occurs on the message’s sender.

2 Hold down the **Shift** key and select **Window>Directory Services**; or press **Shift+Command+Y**. (You can also hold down **Shift** and click the **Directory Services** toolbar button, or hold down **Shift** and click the window's tab if it is an inactive window in an open tabbed window group.)

The Directory Services window appears, the selected text is entered in the **Enter query** field, the query is sent to your default Ph or LDAP server, and the results are returned in the results area of the Directory Services window.

Note. The server queried for Turbo Lookups is the Ph or LDAP server entered in the **Directory Services** field of your Hosts Settings (**Special>Settings...>Hosts**). The Turbo Lookup feature is not available for Finger queries.

Addressing a Message from Your Query Results

After you have performed a Ph or LDAP query and have obtained the results in the Directory Services window, you can now either open and address a new message to one of the records in the results, or you can add the address(es) from one or more records to a new composition message already open.

Note. After performing a Finger query, you can only address open messages with your results, and only via drag and drop, as described further below.

To open and address a new message based on your Ph or LDAP query results, do the following:

1 Make sure there are no outgoing messages already open.

2 Perform the Ph or LDAP query in the Directory Services window.

3 Choose a record from the results returned by the server.

4 Click the **To:**, **Cc:**, or **Bcc:** button at the bottom of the Directory Services window.

A new outgoing message is opened, and the email address in the selected record is entered in the recipient field corresponding to the button you clicked. The real name, if there is one, is also entered. If the record contains multiple addresses, all of the addresses (and their real names) are entered.

To add an address from your Ph or LDAP query results to a message that is already open, do the following:

1 Make sure the message you want to address is active (on top).

2 Open the Directory Services window: select **Window>Directory Services**, or press **Command+Y**. (Or use one of the other methods discussed earlier: click the toolbar button or the window tab.)

3 Perform the Ph or LDAP query.

4 Choose a record from the results returned by the server.

5 Click the **To:**, **Cc:**, or **Bcc:** button at the bottom of the window.

The email address in the selected record is added to the recipient field of the current message corresponding to the button you clicked. The real name, if any, is also entered. If the record contains multiple addresses, all of them (and their associated real names) are entered in the recipient field.

Tip: You can also drag a selected address from your query results—Ph, LDAP, or Finger—and drop it into any recipient field of an open new message window.

Note. The **To:**, **Cc:**, and **Bcc:** buttons are not available for use with Finger query results.

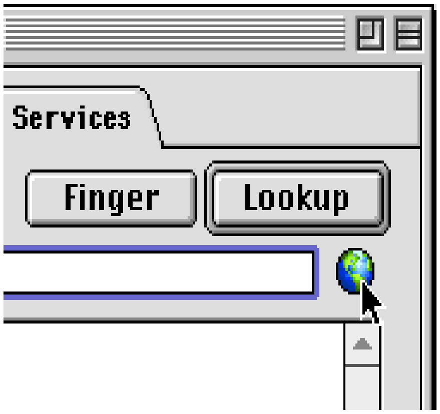
Finding and Using Lookup Servers from Around the World

Your default Ph or LDAP lookup server is entered in your Hosts Settings, in the **Directory Services** field. But this is not the only lookup server you can use for performing directory service queries. There are a number of other servers out on the Internet, and they can be very handy to use.

Some Ph and LDAP servers keep a list of other Ph and LDAP servers that are available on the Internet. While this is not always a comprehensive list of every Ph and LDAP server on the planet, it can be helpful.

In the open Directory Services window, the *current* server, also called the *active* server, is the server listed in parentheses to the right of the **Enter query** field label. This may or may not be your default lookup server, depending on what server you have used for your most recent lookup.

To get the list of Ph and LDAP servers from the current server, click the **Globe** icon in the open Directory Services window. As shown in the figure, this icon is located to the right of the **Enter query** field, and under the **Lookup** button.



Click the Globe icon to get a list of lookup servers from the current server

A list of Ph and LDAP servers appears in the results area.

To go to any one of the servers listed in order to perform a query on that server, hold down the **Command** key and click on the server's URL, or just **double-click** on the URL.

Note. If you go from a Ph server to an LDAP server or vice versa, you will need to use the rules of the new protocol when you submit queries.

Here are the items you will generally see in a server list returned when you click the Globe icon:

- **Configured server** — This is your default Ph or LDAP lookup server as entered in the **Directory Services** field of your Hosts Settings (**Special>Settings...>Hosts**).
- **Servers used recently** — This is a list of the Ph and LDAP lookup servers you have used most recently to perform directory service lookups.
- **Ph servers** (untitled) — This is a list of Ph servers from around the world that you can use to perform Ph queries.
- **LDAP servers** — This is a list of public LDAP servers available to you on the Internet to perform LDAP queries. For more information on LDAP servers—both public and private—and how to use them, see the separate document *How to Look Up People Using LDAP in Eudora*, installed as a PDF file in your **Documentation Folder** (under your Eudora Pro Application Folder—the folder that contains your Eudora Pro application file).

The Ph server list can be long (200 items or so). To return everything in the server list *except* the Ph servers, hold down the **Shift** key and click the **Globe** icon. The resulting list will contain the **Configured server**, the **Servers used recently**, and the **LDAP servers**, but *not* the **Ph servers**.

When you **Command-click** or **double-click** on any of the server URLs in the server list to go that server to perform a query, that server becomes the current server (shown in parentheses after the **Enter query** label), and remains current until you close the Directory Services window or go to a different server.

Note. When you click the **Globe** icon, the current server is queried for the server list. If you change servers and click the **Globe** icon, the new server is queried for the list. For example, if your current server is Cornell's Ph server and you click the Globe icon, you will get one server list. If you then make UC Berkeley's Ph server your current server and click the Globe icon, you may get a different server list.

Press the Option key and select the globe to look up servers on `ph. qualcomm.com`, which contains a list of directory servers.

Managing Windows in Eudora

Introduction

This chapter discusses window management in Eudora, and has a special section on the Task Progress window (**Window>Task Progress**).

Windows in Eudora exist in one of two states: Normal or Tabbed.

Normal Windows

A normal window is a standalone window containing one function.

Examples of normal windows are message windows, mailbox windows, and any of the windows accessible from the Window menu when they are in the single state (ungrouped), without tabs.

Tabbed Windows

A tabbed window is a collection of windows containing several functions. The combined windows form a single window in which each member window has its own tab for activating and dragging.

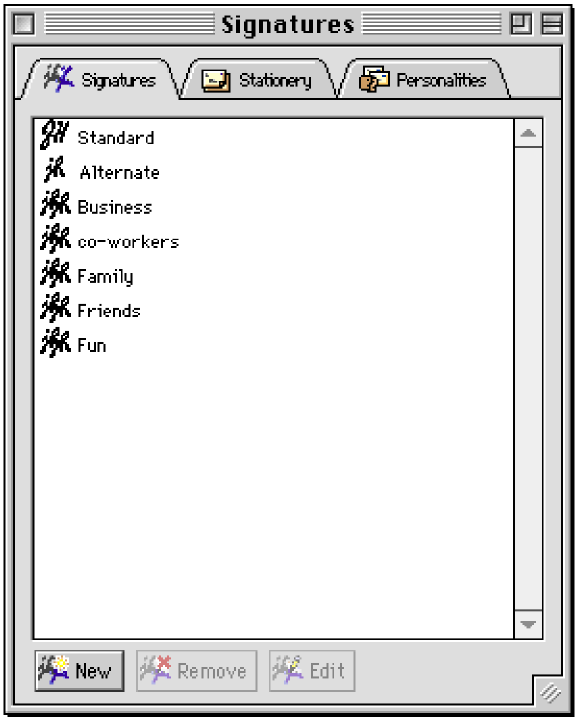
But only *tool windows* — those that are accessible from the Window menu — can be combined into a tabbed window in this way (or can stand alone with a single tab). Other kinds of windows, such as message windows and mailbox windows, cannot be combined into tabbed windows.

The tool windows, each of which can be tabbed, are as follows, in order down the Window menu:

- Address Book
- Directory Services
- Filters
- Mailboxes
- Personalities
- Signatures
- Stationery
- Task Progress

Anatomy of a Tabbed Window

A *tabbed window* is a collection of tool windows combined into one window. Each tool window in the tabbed window has its own window tab. Below is an example of a tabbed window with the Signatures window active.



Sample tabbed window (tabs at top)

A window tab has two purposes: it lets you bring the window to the front of the group to display it (by clicking on the tab). It also serves as a “drag handle” that lets you drag the tool window from one tabbed window to another tabbed window so that you can reorganize your tabbed windows and create new ones. You can also reorder your tabs within the same tabbed window by dragging the tab to where you want it.

A tool window in the normal state (no tabs) can be converted to the tabbed state by selecting **Window>Tabs** while the window is open. To convert the window back to the normal state, select **Window>Tabs** again. (A check mark next to the **Tabs** command indicates that the tool window is in the tabbed state. No check mark indicates that the tool window is in the normal, or untabbed, state. The **Tabs** command is active only when the currently active window is a tool window or a tabbed window group.)

The title displayed in the title bar of a tabbed window is the name of the active window in the tabbed group.

Eudora’s Default Tabbed Windows

Eudora comes with two default tabbed window groups, one containing four tool windows, and the other containing three, for a total of seven tool windows.

The first default tabbed window contains the following four tool windows (to display this window, select one of the member windows from the Window menu):

- Mailboxes
- Signatures
- Stationery
- Personalities

The second default tabbed window contains the following three tool windows (to display this window, select one of the member windows from the Window menu):

- Address Book
- Filters
- Directory Services

You can reorganize these default tabbed windows any way you like. Your new organization will be preserved when you quit and restart Eudora.

Reorganizing Tabbed Windows

You are not restricted to the default tabbed window arrangements supplied with Eudora. You can mix and match tabbed windows any way you like.

At one extreme, you can have each of the seven tool windows in its own normal window displaying one function. At the other extreme, you can have all seven tool windows combined into one tabbed window displaying seven functions. In between, you can have multiple tabbed windows open at once, mixed and matched to suit your purposes. If you would like to have a tab showing in a single normal tool window, just select **Window>Tabs** while that window is open.

To move a window from one tabbed group to another, drag the window tab from the first group and drop it onto the second group.

If you drop the window tab onto another tab in the second group, the new window tab is inserted at that position and the other tabs are displaced to accommodate it. If you do not drop the tab onto an existing tab, Eudora adds the new tab at the “end” of the group of existing tabs.

To reorganize the left-to-right order of tabs within a tabbed window, just drag the tabs left and right. The drop scheme is the same as that described previously.

If after reorganizing your tabbed windows you change your mind, you can revert to the original default tabbed windows that came with Eudora. Just hold down the **Option** key and select **Window>Revert To Default Tabs**.

Opening and Activating Tabbed Windows

To open a tabbed window group, open any of its member windows by selecting the appropriate command from the Window menu. The tabbed window opens with the selected window as the active (frontmost) window.

If the tabbed window group is already open, and you wish to display one of its member windows that is currently not active, simply click on the member window's tab. You can also select the appropriate item from the Window menu. The desired window comes to the front of the tabbed group.

You can also use the keyboard shortcut for that tool window, if it has one, to open or activate the tool window in its tabbed window.

If you deselect **Tabs** from the Window menu while a tabbed window group is open (check mark next to Tabs disappears), the active window becomes normal, and the other windows in the group disappear.

To return to the default tabbed window group configurations that came with Eudora, hold down the **Option** key and select **Window>Revert To Default Tabs**.

Creating a New Tabbed Window

To create a new tabbed window, drag one of the tabs from an existing tabbed window and drop it onto an exposed portion of the desktop. You now have a new tabbed window consisting of one tool window with a tab. You can drag other tabbed windows into the window to add to the new group.

Alternately, to create a new tabbed window from a single normal tool window open on your desktop, bring that window to the front of all Eudora windows and select **Window>Tab**. The tool window is given a tab, and you can now add other tabbed windows to this new window to expand the new group.

To convert a single tabbed window back to a normal tool window, make the window active and deselect **Tabs** from the Window menu (check mark next to Tabs disappears).

If after creating new tabbed windows you change your mind, you can revert to the original default tabbed windows that came with Eudora. Just hold down the **Option** key and select **Window>Revert To Default Tabs**.

Tab Contents

If there is room enough in a tabbed window, each window's tab contains both the icon and the text label associated with that tool window. If there is not enough room in the tabbed window, then only the icon appears on each tab.

Closing Tabbed Windows

To close a tabbed window, select **File>Close** or click the close button at the left end of the title bar.

When you close a tabbed window, Eudora remembers the contents of all member windows and the state and position of the tabbed window. When you redisplay the tabbed window, the active window shows its prior contents and the tabbed window appears in its prior state and position.

However, if you attempt to close or hide a tabbed window in which the active window contains unsaved changes, or you attempt to deactivate that active window by making another window active in the group, Eudora asks you if you want to save your changes.

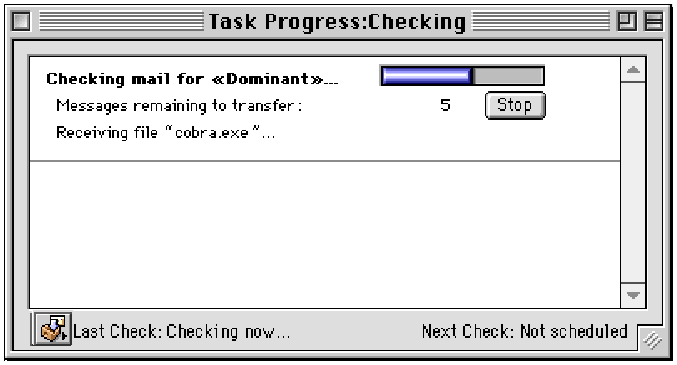
Task Progress Window

The Task Progress window displays activity as it happens. For example, when you check mail, the Task Progress window displays email transfer information as it takes place.

To open the Task Progress window, select **Window>Task Progress**. To show the Task Progress window's tab, select **Window>Tabs** while the window is open. To hide the tab, select **Window>Tabs** again.

Note. To cause the Task Progress window to open and close automatically during and after network activity, turn on the **Show Task Progress during background activity** option in the Getting Attention Settings (**Special>Settings...>Getting Attention**). This option is on by default.

Following is a sample Task Progress window showing email being downloaded from the incoming mail server.

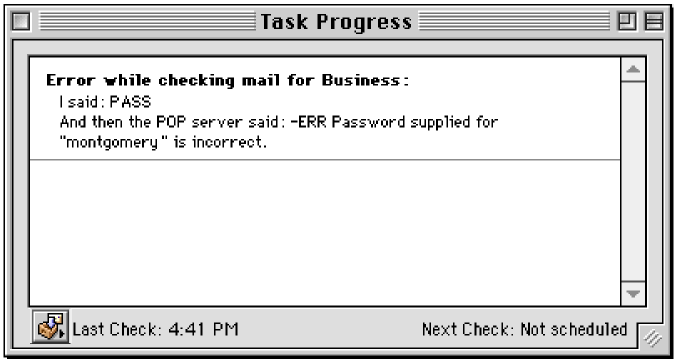


Checking mail for «Dominant»...
Messages remaining to transfer: 5
Receiving file “cobra.exe”...

Last Check: Checking now...
Next Check: Not scheduled

Task Progress window showing mail being downloaded

The Task Progress window also displays error messages as the errors are encountered. In the example below, the Task Progress window shows a password error, indicating that the user entered an incorrect password during a mail check.

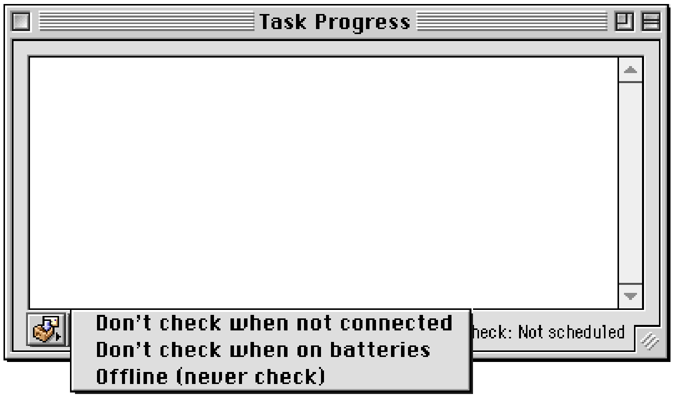


Error while checking mail for Business:
I said: PASS
And then the POP server said: -ERR Password supplied for "montgomery" is incorrect.

Last Check: 4:41 PM
Next Check: Not scheduled

Task Progress window displaying an error

You can set mail-checking options from the popup menu at the lower left corner of the Task Progress window. The options on this menu are shortcuts to Eudora settings, normally found in the Settings dialog, that specify the conditions under which automatic mail checks occur.



Task Progress window popup menu

There are three mail-checking options on this menu:

Don’t check when not connected
If you use a modem to dial in to a server to check your mail, select this option so Eudora won’t try to check your mail (if automatic checking is set) when you are disconnected.

Don’t check when on batteries
If you use a laptop computer to dial in and check your mail, select this option so Eudora won’t try to check your mail (if automatic checking is set) when your laptop is powered by batteries only. Eudora can distinguish whether your laptop is powered by batteries or electricity. Mail checking can be a drain on computer batteries.

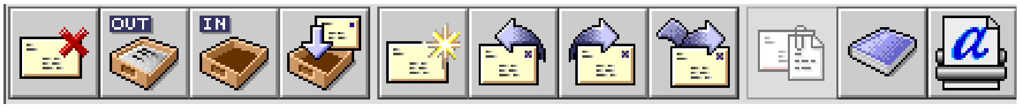
Offline (never check)
Select Offline if you do not want Eudora to attempt to make any connections. This is useful if you check mail from a laptop and if you are not connected to any network.

Note. You can send, receive, and compose mail all at the same time, and you can perform other operations simultaneously as well. Eudora will even send and check mail while you work in other applications. To instruct Eudora to check mail in the background, turn on the **Use background threading** option in the Checking Mail Settings. To instruct Eudora to send mail in the background, turn on the **Use separate thread for sending** option in the Sending Mail Settings.

General Reference

Customizing the Main Toolbar

The **Main Toolbar** gives you easy access to your frequently used Eudora functions.

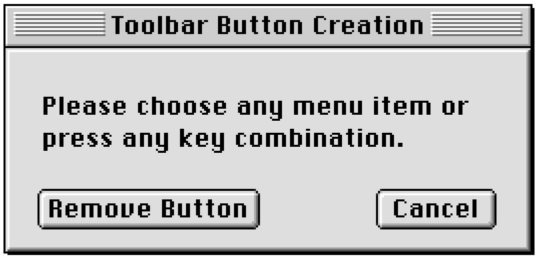


The Main Toolbar

You can set the buttons to correspond to your function keys (the **F** keys on an extended keyboard), and you can create new buttons for most Eudora commands.

Buttons on the main toolbar are context-sensitive; they are highlighted if they can be used for the current task, and are dimmed if they cannot. For example: If an incoming message is currently open or selected in a mailbox, the **Reply** toolbar button is highlighted because you can reply to the message. If no incoming message is open or selected, the **Reply** button is dimmed because there's no message to reply to. For toolbar buttons that correspond to menu commands, the state of the button—highlighted or dimmed—matches the state of its associated menu command.

To add a new button to the main toolbar, hold down the **Command** key and put the cursor between two buttons or at either end of the toolbar, depending on where you want the new button to go; when the arrow changes to a splitter cursor (⟺), click on it. The Toolbar Button Creation dialog appears, prompting you to choose a menu item or enter a key combination. This can be almost anything you would do with Eudora, including using modifier keys with the command. When you are done, the button is added to the toolbar, and named appropriately. If you change your mind before creating the button, click **Remove Button** or **Cancel** in the dialog.


Toolbar Button Creation

Please choose any menu item or press any key combination.

The Toolbar Button Creation dialog

You can also drag files from the Finder to the toolbar to add them as buttons, and you can drag mailboxes from the Mailboxes window (**Window>Mailboxes**) to the toolbar to add them as mailbox buttons. (You cannot drag mail folders to the toolbar, at least from a POP account; you *can* drag IMAP mail folders to the toolbar, because they are also mailboxes.)

To change what a button does, hold down the **Command** key and click on the button, then select the function as you would when creating a button, or click **Cancel** if you change your mind.

To change the placement of a button on the toolbar, hold down the **Command** key and drag the button to where you want it.

To remove a button from the toolbar, hold down the **Command** key and drag the button to the Trash on your desktop. Or, hold down the **Command** key and click on the button, then click **Remove Button** in the dialog.

If you create a mailbox button in the toolbar, you can drag messages to that toolbar button to transfer those messages to the associated mailbox. Drag an open incoming message by its Tow Truck icon, or drag selected message summaries from an open mailbox window.

To set the options for displaying the main toolbar, use the Toolbar Settings (**Special>Settings...>Toolbar**). There are options to show or hide the toolbar; to show it horizontally or vertically; to show large or small icons, names, or combinations of icons and names; to map the buttons to function keys; and to display the corresponding function key with the buttons.

If you choose a display option that makes the toolbar very long, arrow buttons are added to the ends of the toolbar so that you can easily scroll through it and find the button you need.

Using Eudora Plug-ins

Plug-ins are special add-on pieces of software that can be “plugged in” to Eudora (installed in Eudora) to add specialized features to Eudora.

Here are some examples of what these software “assistants” or helpers can do:

- A language-conversion plug-in will let you translate a message into another language.
- A security plug-in will let you secure or scramble a message automatically, so it can’t be read by others.
- A text-manipulation plug-in will let you change lowercase text to uppercase text.
- A data-compression plug-in will let you compact an attachment file so it’s much smaller and therefore much easier for you to send and for your recipients to receive and download.
- A virus-checking plug-in will let you automatically check any incoming attachments for viruses.
- QUALCOMM’s own PureVoice plug-in (installed automatically with Eudora) will let you record, send, receive, and play voice attachments so you can talk to your recipients over email and listen to their responses.

Plug-ins that are “plugged in” to Eudora communicate with Eudora across a common boundary or “interface” called the Extended Messaging Services Application Programming Interface (EMSAPI).

There are two kinds of Eudora plug-ins:

- *Message plug-ins* are extension files whose icons often look like jigsaw puzzle pieces.
- *Resource plug-ins* are preference files whose icons often look like a postal envelope with a small jigsaw puzzle piece below it.

UPPERlower Text
EudoraTables

Sample message plug-in (left) and resource plug-in

The Eudora software comes with both message and resource plug-ins (see next section). These are described later in this section. Several third-party plug-ins are included in Eudora Pro 4.1. Each third-party software's documentation is included in Eudora's Documentation folder.

Additionally, you can purchase third-party Eudora plug-ins. For information on plug-in software that's available for use with Eudora, visit the World Wide Web site <`http://www.qualcomm.com/eudora`>, or send email to <`eudora-rep@qualcomm.com`>.

If you would like to write a Eudora message plug-in, you can obtain the Software Developer's Kit (SDK) for the EMSAPI by anonymous ftp at `ftp.eudora.com`.

Plug-in Software That Comes with Eudora

When you install Eudora, the following message plug-ins are automatically installed in the Eudora Stuff folder contained in your Eudora Pro Folder (the folder containing your Eudora Pro application). These message plug-ins operate on text in open outgoing and incoming messages:

- **Rot13 Text** — Scrambles message text by rotating the letters 13 places through the alphabet. Your recipient must apply Rot13 at the receiving end in order to unscramble the text and read the message. That is, your recipient rotates each letter another 13 places through the alphabet, back to its original position in the alphabet (13 + 13 = 26).
- **Space & Tab Converter** — Converts multiple spaces in message text to tabs, or vice versa.
- **UPPERlower Text** — Converts message text to either all upper case, all lower case, initial word capitals, or initial sentence capitals.

When you start Eudora, these conversion services appear on the **Edit>Message Plug-ins** submenu. To use one of the services, open an outgoing or incoming message, then select the service from the **Edit>Message Plug-ins** submenu. The conversion is performed on the entire text in the message. If text is selected in the message when you choose the service, the conversion is performed only on that text.

For more information on these message plug-ins, see their README files in the Eudora Stuff folder.

Also when you install Eudora, a number of resource plug-ins are automatically placed in the **Extra Plugins** folder in the Eudora Pro Application Folder. These resource plug-ins, however, are not yet installed or “plugged in.” To use them, you must install them (see the installation instructions section).

For more information on these resource plug-ins, see “Eudora Folders” on page 267, and also see the README file in the **Extra Plugins** folder itself. Click the page number to display the topic.

Installing and Using Eudora Plug-ins

The installation procedure is the same whether you’re installing a message plug-in or a resource plug-in:

1. Quit Eudora.
2. Drag the message or resource plug-in file into the **Eudora Stuff** folder contained in your Eudora Pro Folder (the folder that contains your Eudora Pro application).
3. Restart Eudora.

The message or resource plug-in is now available.

Note. You can also install both message and resource plug-ins in the Eudora Pro Folder itself (the same folder containing your Eudora Pro application), or in whatever folder you keep the Eudora Pro application. Further, message plug-ins can be installed in your system Extensions folder, and resource plug-ins can be installed in your system Preferences folder—or in the Eudora Folder in your System Folder. (See “Eudora Folders” on page 267. Click the page number to display the topic.)

Message plug-ins, once installed, become available in one of the following places in Eudora, depending on the kind of function they perform:

- As commands on the **Edit>Message Plug-ins** submenu.
- As icons on the icon bar of outgoing message windows or in the message body of incoming message windows.
- As commands on the **Message>Attach** submenu.
- As commands at the bottom of the **Special** menu.
- Some message plug-ins may not be available through the menus or in message windows because they perform their functions automatically, behind the scenes.

Resource plug-ins, once installed, can appear in a variety of places within Eudora, including in a dialog, a menu, a string of text, or a picture. A resource plug-in may also operate behind the scenes without your input.

To change the settings for those installed message plug-ins that have settings, select the message plug-in from the **Special>Plug-in Settings** submenu.

To see which message plug-ins are currently installed, select **About Message Plug-ins...** from the **Apple Menu** (in the upper left corner of your screen, with the Apple logo). The dialog that displays shows all installed message plug-ins including those not visible on menus or as icons. You can scroll through the dialog. Click **OK** to close the dialog.

To “unplug” or uninstall a message or resource plug-in from Eudora, simply quit Eudora and drag the plug-in file out of your Eudora Stuff folder or the other folder in which you installed it. The next time you start Eudora, the Eudora plug-in will no longer appear in its former location in the menu system or in windows or dialogs, or will no longer operate behind the scenes if it is not normally visible in Eudora when installed.

Note. Make sure you do not put the removed message or resource plug-in into one of the other allowable installation folders, such as the Eudora Pro Application Folder, as that will leave it installed—just from a different location—the next time you start Eudora.

Word Services

Eudora lets you add word services to the Eudora editor for use with outgoing messages. However, only applications that support the Word Services Suite can be used.

To add a word service to Eudora, select the **Edit>Add Word Service...** command. The **Choose a “Word Services” application** dialog appears.

First, browse through the dialog and find the desired application on your system. Then, either **double-click** on the application, or click once on it to highlight it and then click **Open**. The word service is added to the **Edit** menu. To use this service for a current outgoing message, select it from the **Edit** menu.

To remove the word service from the Eudora editor and from the **Edit** menu, hold down the **Option** key and select the item from the **Edit** menu.

Printing

You can print many items in Eudora:

- The current open message
- Selected message summaries (the messages inside)
- An open text file window
- An open signature file window
- An open stationery file window
- Selected text within an open message, text file window, signature file window, or stationery file window
- The contents of the Directory Services window (results of a query, or the servers list)
- Your filters in the Filters window
- Your Address Book entries

Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

To print the current message or item, select the **File>Print...** command.

To print just the selected text, hold down the **Shift** key and select the **File>Print Selection...** command.

To print one copy and bypass the standard Print dialog (quick print), select **File>Print One Copy**.

Putting Multiple Users on One Macintosh

If you have a multiple-user license for Eudora, you can set it up so that more than one user can be on a single Macintosh. This also works if you have multiple email accounts but you don't want to have alternate personalities set up and using the same set of mailboxes, or if you want to store your mail in a folder other than your System Folder. You will need to quit and restart Eudora to switch users.

To have multiple users on one Macintosh, then for each user make a copy of the Eudora Folder that resides in the System Folder. The copies can be named whatever the users want, and put anywhere they want, including on a floppy disk or network volume.

Each user can open Eudora by double-clicking on the Eudora Settings file within their assigned folder. They can make changes to the Settings, create new mailboxes, nicknames, and filters, etc., and not affect other users on the Macintosh.

Note. To give users easy access to their mail, you can create aliases for their Eudora Settings files and put them wherever you want on the Macintosh (the Apple Menu Items folder is a good option).

Troubleshooting

Occasionally, you may encounter a problem or bug when using Eudora (as indicated by an error message or some other type of symptom).

- Make sure you have the current maintenance release of Eudora.
- Locate the Eudora application in your Eudora Pro Application Folder.
- Click once on the application to highlight it, and select **Get Info** from the Finder's **File** menu.
- Look for the Eudora version number in the dialog.
- Next, using your World Wide Web browser, click the following web site, <`http://www.qualcomm.com/eudora`>, and check to see what the latest version of Eudora is. If that version is later than the one you have, see your Eudora administrator about obtaining the later version. This may solve the problem or bug you've encountered.

If you do have the latest version of the Eudora software, check the current README file for potential known conflicts. The README may also contain suggestions on how to resolve some of these problems.

The following troubleshooting table provides the suggested corrective action for some of the most common error messages or symptoms.

Symptom	Corrective Action
Eudora displays the following error when you try to send or queue mail: **"Sorry, can't queue this message; all messages must have addresses in the to: or bcc: fields.**	Either the message you are trying to send, or the first message queued in your Out mailbox, doesn't have a valid address. You need to enter a valid email address in the To: or Bcc: field. An address in just the Cc: field will not work.
Eudora displays the following alert when you try to launch the program: **"Memory is tight. You may need to close some windows, clean up your In, Out, and Trash mailboxes, or increase Eudora's memory size"**	Mail stored in Eudora's In, Out, Trash, and any open mailboxes increases the amount of memory Eudora needs to operate (mail stored in other mailboxes does not). If you have a large amount of mail in these mailboxes, try transferring them to other mailboxes to decrease Eudora's memory requirements. If that does not stop the alert from appearing, increase Eudora's memory size from the Finder: First, quit Eudora. Then, highlight the Eudora application icon, select **Get Info** from the Finder's **File** menu, and increase the **Preferred Size** for the application.
Eudora displays the following alert when you try to launch the program: **"Eudora cannot continue. Error opening your settings file."**	Quit Eudora (click the **Quit Now** button in the alert) and make sure you are not already running another copy of Eudora. If you *are* already running another copy, either quit that copy and relaunch the second copy, or continue using the first copy. You cannot use two different copies of Eudora simultaneously.
Eudora displays the following error when you try to check mail: **"-ERR Maildrop lock busy"**	This usually happens after your Macintosh has "hung" during a mail check and you are now attempting to reconnect to the mail server. Try checking your mail again in 1 minutes. If the problem persists, contact your email administrator and tell them you have a POPper process that needs to be disconnected. System Administrators: You might also want to try the QUALCOMM popper. It has a timeout that will reset the mailbox if the connection closes abnormally. You can ftp it anonymously from `ftp.eudora.com` in the `quest/unix/servers/popper` directory.

Symptom	Corrective Action
Eudora displays the following error when you try to check mail: **"There has been an error transferring your mail. I said: PASS and then the POP server said: -ERR Password supplied for "<username>" is incorrect."**	First, verify the correct spelling of your entries in the **Username** and **Mail Host** fields of the Getting Started Settings (**Special>Settings...>Getting Started**). Make sure that each entry is complete and uses proper lettercase throughout. Remember that these entries are the respective components of your POP account name that appear before and after the "at" sign: your POP account name is of the form **username@mailhost**. Second, verify that you're entering your password correctly (the **Caps Lock** key must be off). If the problem persists, see your email administrator.
Eudora displays the following alert: **"Mailbox <mailboxname> has a damaged table of contents. Shall I build a new one?"**	When the dialog appears after the alert message appears, click **Create New Table of Contents**.
Correspondents are complaining that lines in the messages you send are not wrapping correctly (lines are broken in funny places).	The best solution is to turn on the **Word wrap** option in the Sending Mail Settings (**Special>Settings...>Sending Mail**), and then when composing a message, press **Return** only when you want to start a new paragraph. Eudora will take care of breaking your paragraphs into lines.
Your mail server complains that you do not have a Date header in your mail.	Eudora will not put a Date header on your mail if you haven't set the correct time zone information on your Macintosh. You can set the time zone using the Map control panel, or, if you have System 7 Pro or System 7.5, the Date & Time control panel. Remember to change your time zone for Daylight Savings Time so that Eudora can set the Date header correctly.
You have received a message that contains columnar text, and when you open the message, the columns do not line up properly.	Your screen font is probably a proportional font. This is true if the **Screen Font** field of the Fonts & Display Settings (**Special>Settings...>Fonts & Display**) is set to a proportional font. In this case too, a **Fixed Width** button appears on the icon bar of the open incoming message. Click the Fixed Width button. The message text is temporarily reformatted in the fixed-width font specified in the **Fixed-Width Font** field of your Fonts & Display Settings. Be sure that a fixed-width font, such as Courier, is indeed selected in this field. The message text remains formatted in your fixed-width font until you turn off the Fixed Width button or close the message.

Symptom	Corrective Action
You receive the following message: **Domain name does not exist.**	Your **Mail Host** in the Getting Started Settings (**Special>Settings...>Getting Started**) is probably misspelled. Check with your ISP or email administrator for the correct spelling.
Any kind of TCP/IP errors	Check with your ISP or email administrator to make sure your TCP/IP addresses are correct and entered in the proper fields.

Modifiers and Shortcuts

Modifiers

Many operations in Eudora can be implemented by holding down one or more “modifier” keys while performing another action. Eudora uses the **Shift**, **Option**, **Command**, and **Control** keys as modifiers. (We also use the term “modifier” to mean the modified operation itself.)

Eudora’s modifiers can be divided into two groups. The first consists of all those modifiers that do not appear anywhere in Eudora’s menus. The second consists of all those modifiers that result in modified command names appearing on Eudora’s menus.

If you hold down the **Shift** key, the **Option** key, or both while you pull down a Eudora menu, the menu shows the names of any modified commands that may be available.

For full descriptions of the names and functions of all of Eudora’s menu commands and their modifications, see “Menus” on page 207. Click the page number to display the topic.

Modifiers Not Reflected in Eudora’s Menus

The following table lists all those modifiers that do not appear anywhere in Eudora’s menus as renamed commands.

Modified action	Result
Shift + Open Eudora	Open Eudora but do not check for mail, even if a mail checking interval is set. (You must hold down the **Shift** key until Eudora is fully started. You open Eudora by selecting Eudora from the Apple menu or by double-clicking on the Eudora application icon.)
Shift + Delete/Transfer	Do not open the next message after deleting or transferring the current message.
Shift + Sort	Add or remove the column as an extra sort criterion. This lets you unsort or sort while preserving the previous sort(s). You can thus sort by sender, then within sender by date, then within date by subject, then unsort by subject and preserve the sort by sender and the sub-sort by date.
Shift + To:/Cc:/Bcc:	From the Address Book, do not bring the composition window to the front after inserting the nickname.
Shift + Directory Services	Open the Directory Services window with the selected text in the **Enter query** field and perform the query.
Shift + click on globe icon in Directory Services window	List all servers except the reference list of Ph servers. That is, list the “Configured server,” the “Servers used recently,” and the “LDAP servers,” but do not list the Ph servers. (To list all servers, including the Ph list, simply click on the globe icon, without using the Shift key.)
Shift + drag selected text	Copy and paste the selected text to the destination but without including any style information.

Modified action	Result
Option + Transfer	Put a copy of the current message in the selected mailbox and leave the original (current) message where it is.
Option + Forward	Forward the message without using quote characters.
Option + Queue/Send	Open the Change Queueing dialog.
Option + Notify Sender	Remove the return receipt request but do not notify the sender.
Option + Double-click URL	Display a file dialog to select an Internet application (e.g., web browser) to use for that URL type.
Option + Make Address Book Entry...	Create a nickname consisting of the sender of the message and all the original recipients (or just the sender if the **Reply to all By default** setting is turned on in the Replying Settings).
Option + To:/Cc:/Bcc:	From the Address Book, insert the full address instead of the nickname (or don’t, if the **Expand nicknames immediately** setting is turned on in the Composing Mail Settings).
Option + drag Attachment from message window or preview pane	Copy the attachment to another folder on your desktop.
Option + double-click on a stationery item in Stationery window	Open the stationery file for editing.
Option + click on a mailbox size display	Compact all mailboxes. (To compact the current mailbox only, simply click on the mailbox size display, without using the Option key.)
Option + click on a column in a message summary in a mailbox window	Select and group all messages sharing that message’s value for that column—for example, all messages to or from that sender, or sent on that date, or having the same subject (including replies), or the same priority or label.
Option + drag Address Book entries to the Finder	Save the entries as a text clipping with tab-delimited entries. (To save them in standard nickname format, just do the drag without the Option key.)
Click on a mailbox column header (in a mailbox window)	Sort the messages in that mailbox by that column. Use **Option + click** to sort in descending order, or **Shift + click** to add or remove the column as an extra sort criterion (see **Shift + Sort** above).
Control + Command + click Attachment	Open the folder on your Macintosh that holds the attachment, and highlight the attachment.
Command + click on Attachment name, icon, or picture	Open or launch the attachment (same as a simple double-click).
Command + click on URL	Open your web browser or other appropriate application and go to the URL (same as a simple double-click on the URL).
Command + click on server URL in servers list in Directory Services window	Go to that server to perform a query. (Same as a simple double-click.)

Modified action	Result
Command + click on the title bar of an open message or mailbox window	Open or highlight the mailbox or folder containing that item.
Command + click between two toolbar buttons	Add a new button to the main toolbar.
Command + drag a toolbar button elsewhere on the toolbar	Move a button on the main toolbar. (Drop the button between two other buttons or at either end of the toolbar.)
Command + drag a toolbar button to the Trash (on the Finder)	Remove the button from the main toolbar.
Command + click on a toolbar button	Change the function of that main toolbar button.
Shift + click on an item	In many Eudora windows, lets you select multiple items in sequence. Click on the first item in the sequence, then **Shift + click** on the last item. The whole group is selected.
Command + click on an item	In many Eudora windows, lets you make disjoint selections, and add or subtract an item from a group selection. (Selects or deselects the item disjointly.)
Command + Control + Option + Shift + Settings...	Revert all but your most essential Eudora settings to their default values. (The **Settings...** command is under the **Special** menu.)

Modifiers That Show Up As New Commands on Eudora's Menus

The table below lists all those modifiers that result in new commands (modified command names) appearing on Eudora's menus.

The commands are organized by menu (going left to right across the menu bar) and are listed top to bottom down each menu.

The left column shows the modifier key(s) and the name of the *unmodified* command. The middle column shows the new name of the modified command as it appears on the menu. The right column shows the resulting action of the modified command.

Modifier + Command	Modified Command	Action
File Menu		
Option + Close	**Close All**	Close all open Eudora windows.
Option + Save	**Save All**	Save all currently open outgoing messages in Eudora.
Option + Send Queued Messages	**Send Messages Specially...**	Send messages with special instructions for the server.
Option + Check Mail	**Check Mail Specially...**	Check mail for any or all personalities with special storage and transfer instructions for the server.
Shift + Print...	**Print Selection...**	Print the current selection only.
Edit Menu		
Shift + Copy	**Copy Without Styles**	Copy the selected text but remove all style information.
Option + Copy	**Copy & Unwrap**	Copy the selected text but remove all carriage returns.
Shift + Option + Copy	**Copy Without Styles & Unwrap**	Copy the selected text but remove all style information and carriage returns.
Shift + Paste	**Paste Without Styles**	Paste from the clipboard but first remove any style information from the text to be pasted.
Option + Plain	**Completely Plain**	Remove all style information from the selected text and return it to the default settings. (This command appears under the **Edit>Text** submenu.)
Option + Wrap Selection	**Unwrap Selection**	Remove all carriage returns from the selected text.
Option + Finish Address Book Entry	**Finish & Expand Address Book Entry**	Complete the nickname and expand it into its associated address(es).
Option + Insert Recipient	**Insert & Expand Recipient**	Insert the nickname and expand it into its associated address(es).
Messsage Menu		
Shift + Reply	**Reply Quoting Selection**	Reply quoting the currently selected text only, not the entire message.

Modifier + Command	Modified Command	Action
Option + Reply	**Reply To All**	Reply to the sender and all recipients (or just the sender, if the **Reply to all By default** setting is turned on in the Replying Settings).
Shift + Option + Reply	**Reply Quoting Selection To All**	Reply to the sender and all recipients, quoting the selected text only (or just to the sender, if the **Reply to all By default** setting is turned on).
Option + Redirect To	**Turbo Redirect To**	Perform a "Turbo Redirect;" that is, redirect to the selected nickname on the Quick Recipient List, queue the redirected message, and delete the original message, all in one step (or simply Redirect, if the **Turbo redirect by default** setting is turned on in the Miscellaneous Settings).
Shift + Option + Redirect To	**Turbo Redirect Without Delete To**	Perform a Turbo Redirect, as above, but without deleting the original message. (Performs a simple Redirect if the **Turbo redirect by default** setting is turned on in the Miscellaneous Settings.)
Shift + Reply With	**Reply Quoting Selection With**	Reply with the selected stationery, quoting the selected text only.
Option + Reply With	**Reply To All With**	Reply with the selected stationery, to the sender and all recipients (or just the sender, if the **Reply to all By default** setting is turned on in the Replying Settings).
Shift + Option + Reply With	**Reply Quoting Selection To All With**	Reply to the sender and all recipients, using the selected stationery and quoting the selected text only (or just the sender, if the **Reply to all By default** setting is turned on in the Replying Settings).
Option + Send Immediately *or* **Option + Queue For Delivery**	**Change Queueing...**	Display the Change Queueing dialog to change the queueing status of the current message.
Shift + Option + Delete	**Nuke**	Nuke the message: Remove it permanently from your Macintosh without first moving it to the Trash mailbox. **Caution:** Nuked messages cannot be recovered!
Special Menu		
Shift + Make Address Book Entry...	**Make Address Book Entry From Selection...**	Make an Address Book entry (nickname) from the current selection. (Note that something must be selected for the modified name to appear on the menu.)
Option + Sort	**Sort Descending**	Sort in reverse order (descending rather than ascending).
Window Menu		
Option + Tabs	**Revert To Default Tabs**	Revert to the default configuration for tabbed window groups.

Shortcuts

The keyboard shortcuts for Eudora commands and functions are shown in the table below.

The **Command** key, on most Macintosh keyboards, is marked with Apple Computer's "apple" logo and/or a cloverleaf.

If a shortcut corresponds to a menu command that can be modified with the **Shift** key or **Option** key or both, you can similarly modify the shortcut. See the modifier tables above. Note that menu-command shortcuts execute the command without opening the menu.

Keypress	Result
Command + .	Stop the current action
Command + 0	Out (open the Out mailbox)
Command + 1	In (open the In mailbox)
Command + 6	Check Spelling (Eudora's built-in spelling checker)
Option + Command + 6	Find Next Misspelling
Shift + Option + Command + 6	Add to Dictionary (add unknown word to spelling dictionary)
Command + 7	Check Spelling (Spellswell users only—see "Checking Your Spelling" on page 58. Click the page number to display the topic.)
Command + -	Send Queued Messages
Command + =	Enter Selection (into Find window)
Command + \	Send to Back (move current window to the back of all Eudora windows)
Command + '	Paste As Quotation
Command + ,	Finish Address Book Entry (finish nickname)
Command + ;	Search (open the Search window to search through mailboxes and mail folders)
Command + [	Lower priority
Command +]	Raise priority
Command + A	Select All
Command + B	Make the selected text bold
Command + C	Copy
Command + D	Delete
Command + E	Send Immediately, or Queue For Delivery
Command + F	Find... (open the Find window to search for a text string in the current message)

Keypress	Result
Option+Command +F	Search for messages in mailboxes and folders.
Command + G	Find Again (in the current message)
Command + H	Attach Document... (attach a file to a message)
Command + I	Make the selected text italic
Command + J	Filter Messages (execute manual filters on the selected messages)
Command + K	Make Address Book Entry... (make nickname)
Command + L	Address Book (open it)
Command + M	Check Mail
Command + N	New Message (open one)
Command + O	Open... (open file)
Command + P	Print...
Command + Q	Quit Eudora
Command + R	Reply
Command + S	Save
Command + T	Make the selected text plain
Command + U	Make the selected text underlined
Command + V	Paste
Command + W	Close (close the window or message)
Command + X	Cut
Command + Y	Directory Services (open the window)
Command + Z	Undo/Redo
Arrows	Move from one message to another in a mailbox (depends on your Moving Around Settings).
Command+Arrows	Move from one file to another in the Address Book.
Return *or* **Enter**	Select the outlined button in any dialog, alert, or window, or open the selected message(s).
Spacebar	Open a selected message summary (or scroll its preview down through the message preview pane), or close the current open message. For long open messages, scroll the message down one page.
Esc	Stop any operation currently in progress.
Help	Turn Balloon Help on or off.

Keypress	Result
F1	Undo/Redo, or main toolbar function. **Note:** Function keys can be linked to main toolbar buttons by turning on the **Map function keys to buttons** option in the Toolbar Settings (**Special>Settings...>Toolbar**).
F2	Cut, or main toolbar function.
F3	Copy, or main toolbar function
F4	Paste, or main toolbar function
Home	Scroll the window to the beginning
End	Scroll the window to the end
Page Up, Page Down	Scroll up or down through the window

Menus

Introduction

This chapter describes the commands on all of Eudora's menus. There are eight menu titles on the Eudora menu bar: **File**, **Edit**, **Mailbox**, **Message**, **Transfer**, **Special**, **Window**, and **Help**. The **Apple** menu also has two Eudora-related commands when Eudora is the active application.

In the following pages we include illustrations of the menus and the major submenus, and we list and describe each command in the menu system.

By pressing the **Option** key and/or the **Shift** key while opening a menu, you can change some of the commands displayed on the menus. We include these variations below, along with their descriptions, and list the modifier keys that produce them. These modifiers are shown in brackets, [ ], after the modified command name. Also see the chapter "Modifiers and Shortcuts" for a table of just the modified commands.

All menus shown are the defaults, except the Mailbox and Transfer menus, which list sample mailboxes and folders.

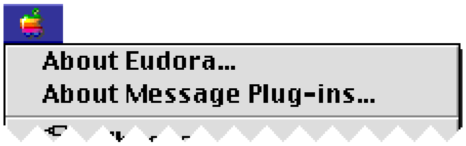
Depending on what you are doing at a particular time, a given command may or may not be available. This can also depend on the current state of Eudora's settings. If a command is unavailable for the current operation, it is "greyed out" (dimmed) on the menu. For example, if the insertion point is currently in the header of a new open message, the **Edit** menu **Text** submenu is dimmed: you cannot apply text styles to header text. Similarly, if an incoming message is not currently open or selected, the **Message** menu **Reply** command is dimmed: you cannot reply to nothing. (You also cannot reply to an outgoing message.)

Throughout the Eudora Pro for Macintosh documentation we use the right angle-bracket (>) to indicate levels of menus when selecting commands. For example, **File>Save** means select the **Save** command under the **File** menu, and **Edit>Text>Bold** means select the **Bold** command under the **Text** submenu of the **Edit** menu. **Message>Change>Status>Unread** is an example with four levels.

Apple Menu

The Apple menu lets you open items in your Apple Menu Items folder and view information on the currently active application or program. The Apple Computer logo appears at the top of the menu.

When Eudora is the currently active application, there are two Eudora-related commands on the Apple menu.

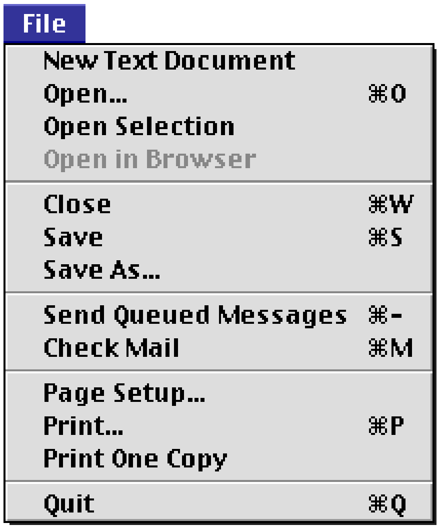

About Eudora…
About Message Plug-ins…

Eudora commands on the Apple menu

Command	Description
About Eudora...	Displays the Eudora Pro Email version 4.1 splash screen, which contains information on this version of Eudora Pro. Click **Credits**, then **More Credits**, to view a full listing of the QUALCOMM personnel who worked on the Eudora program. Click **Visit Web Site** to open your default web browser and go to QUALCOMM's Eudora web site. Click **OK** to close the splash screen.
About Message Plug-ins...	Displays a dialog that lists your installed message plug-ins, by icon and name. Although you can select each item, you cannot perform any operation on it from the dialog. Scroll bars appear to let you scroll through a long list. Click **OK** to close the dialog. For more information on message plug-ins, see "Using Eudora Plug-ins" in the "General Reference" chapter.

File Menu

This menu provides basic file and mail functions.

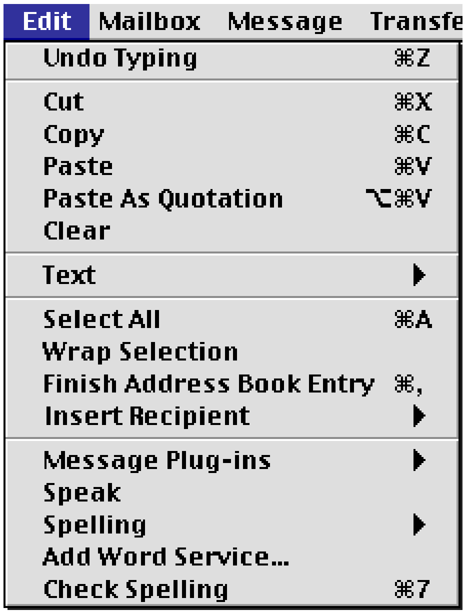

File
New Text Document
Open… ⌘O
Open Selection
Open in Browser
Close ⌘W
Save ⌘S
Save As…
Send Queued Messages ⌘-
Check Mail ⌘M
Page Setup…
Print… ⌘P
Print One Copy
Quit ⌘Q

File menu

Command	Description
New Text Document	Create a new plain text document. The format in which the document will be saved is determined by the text editing application selected in the **TEXT files belong to** option of the Attachments Settings.
Open...	Open a plain text file, mailbox file, or Eudora Settings file.
Open Selection	Open the selected (highlighted) item: a message summary, a converted attachment, a URL, or, from the Mailboxes window, a mailbox.
Open in Browser	Open the selected (highlighted) message summary, or the currently open message, in your World Wide Web browser. Used for enhanced display of messages containing HTML-formatted text (e.g., Web pages a correspondent has sent you via email).
Close	Close the current opened Eudora window.
Close All [Option]	Close all open Eudora windows.
Save	Save the changes to the current opened Eudora window.
Save All [Option]	Save the changes to all open Eudora windows.
Save As...	Save the currently open message, or selected message summaries, to a plain text file. Or, save the current open or selected outgoing message(s) to a stationery file. Or, save the currently open plain text file with a new name.
Send Queued Messages	Send all messages that are queued for delivery in your Out box (marked with a “Q” in the Status column of the message summary).
Send Messages Specially... [Option]	Display the Mail Transfer Options dialog so that you can send messages from any or all of your personalities with special transfer instructions for the server.
Check Mail	Pick up new mail from the incoming mail server associated with your Dominant personality (email account). (Mail for alternate personalities is checked depending on your settings in the Personalities Settings for each personality.)
Check Mail Specially... [Option]	Display the Mail Transfer Options dialog so that you can check mail for any or all of your personalities with special storage and transfer instructions for the server.
Page Setup...	Set your printing options: paper size, orientation, etc.
Print...	Print the currently open message or plain text file, the currently selected message(s) in a mailbox window, or other open windows in Eudora (such as the Address Book).
Print Selection... [Shift]	Print the selected text only.
Print One Copy	Print one copy of the currently open message or selected message summaries, bypassing the Print dialog.
Quit	Quit (exit) the Eudora application.

Edit Menu

This menu provides text-editing tools.


Edit
Mailbox
Message
Transfe
Undo Typing ⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste As Quotation ⌥⌘V
Clear
Text ▶
Select All ⌘A
Wrap Selection
Finish Address Book Entry ⌘,
Insert Recipient ▶
Message Plug-ins ▶
Speak
Spelling ▶
Add Word Service...
Check Spelling ⌘7

Edit menu

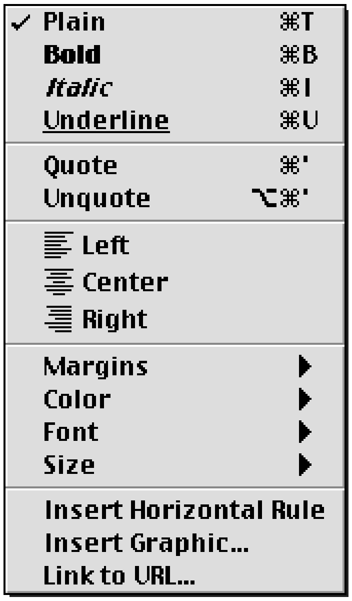
Command	Description
Undo/Redo	**Undo:** Reverse the last action taken. **Redo:** Re-perform the action that has been undone.
Cut	Delete the selected text and place it on the Clipboard.
Copy	Copy the selected text and place it on the Clipboard.
Copy & Unwrap [Option]	Copy the selected text to the Clipboard but remove the carriage returns at the end of each line.
Copy Without Styles [Shift]	Copy the selected text to the Clipboard but remove all style information.
Copy Without Styles & Unwrap [Shift+Option]	Copy the selected text to the Clipboard but remove all style information and remove the carriage returns at the end of each line.
Paste	Insert the contents of the Clipboard at the current cursor position (insertion point).
Paste Without Styles [Shift]	Insert the contents of the Clipboard at the current cursor position (insertion point), but insert it as plain text only, removing any style information.
Paste As Quotation	Insert the contents of the Clipboard at the current cursor position (insertion point), but insert it as quoted (excerpted) text, with a continuous excerpt bar (sidebar) at the left.

Command	Description
Clear	Delete the selected text, or detach from the outgoing message the attachment selected in the **X-Attachments** field.
Text	*Submenu.* Apply text styles to the selected text or paragraph or to the text beginning at the insertion point or the paragraph containing the insertion point. See the figure and table below for more details on the commands on this submenu.
Text [Option]	Displays the **Completely Plain** command on the Text submenu. This command removes all styles from the current or selected text. See the section below for more details.
Select All	Select everything in the current message window, mailbox window, or other window (e.g., Mailboxes window).
Wrap Selection	Insert carriage returns at the end of each line of the selected text, as appropriate. This results in approximately 76 characters per line.
Unwrap Selection [Option]	Remove the carriage returns at the end of each line of the selected text.
Finish Address Book Entry	After you have typed the first few letters of a nickname, Eudora finishes the nickname for you.
Finish & Expand Address Book Entry [Option]	After you have typed the first few letters of a nickname, Eudora finishes the nickname for you and then replaces it with the real address(es) associated with that nickname.
Insert Recipient	*Submenu.* Insert the quick recipient nickname selected from this submenu, along with commas, if necessary, to separate it from other addresses or nicknames. **Note:** If there are no nicknames on your Quick Recipient List, this submenu contains only the item **No_Quick_Recipients_Defined**. See the chapter “Using the Address Book and Quick Recipient List” for more details.
Insert & Expand Recipient [Option]	*Submenu.* Insert the quick recipient nickname selected from this submenu, and expand the nickname into its associated real address(es), including commas where necessary.
Message Plug-ins	*Submenu.* Select one of the message plug-in operations from this submenu to modify the text in an incoming or outgoing message or to otherwise perform message-related operations on the current message. You can also use the **About Message Plug-ins...** command on the **Apple** menu to see what message plug-ins you have installed. For more details, see “Using Eudora Plug-ins” in the “General Reference” chapter.
Speak	Choose Speak to have highlighted message(s) in the TOC or an open message read to you aloud.
Spelling	*Submenu.* Use the commands on this submenu to instruct Eudora’s built-in spelling checker to check the spelling of a message, text file, signature file, or stationery file, or the selected text. See the separate section below for more details, and also see “Checking Your Spelling” in the “Creating and Sending Messages” chapter.
Add Word Service...	Add AppleEvent-aware word processing functions to the **Edit** menu.

Command	Description
[Check Spelling]	This command only appears if Spellswell, the spelling checker that was included with pre-4.1 versions of Eudora, is present on your system and is installed as a Word Services application. Selecting this command displays Spellswell's Check Spelling dialog. See "Checking Your Spelling" in the "Creating and Sending Messages" chapter for more details. Note that this **Check Spelling** command is different from the **Check Spelling** command that appears under the **Edit>Spelling** submenu, and that the two commands have different shortcut key combinations.

Text Submenu

The Text submenu under the Edit menu lets you apply text styles to selected text and the insertion point in composition messages, text files, signature files, and stationery files.



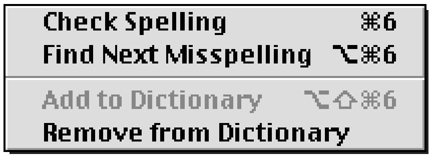
Text submenu

Command	Description
Plain, Bold, Italic, Underline	Apply the selected style to the selected text or to text typed beginning at the insertion point.
Completely Plain [Option]	Remove all style information from the selected text (or the insertion point) and return it to plain text in the default font and size.
Quote, Unquote	**Quote:** Add one level of quoting (excerpt bars or sidebars) to the selected text or paragraph or to the paragraph containing the insertion point. **Unquote:** Remove one level of quoting.
Left, Center, Right	Align the paragraph(s) containing the selected text or the insertion point to the Left margin, the Center, or the Right margin.

Command	Description
Margins	*Submenu.* Apply the specified margin or formatting to the paragraph(s) containing the selected text or the insertion point. **Normal** applies the normal margin, flush left with the left side of the message (if alignment is also **Left**). **Indent** indents one level. **Indent 2**, **Indent 3**, and **Indent 4** indent the specified number of levels. **With Bullets** converts the selected paragraphs or the current paragraph to a bulleted list, but this option is only available if the **Send styled mail with** option in the Styled Text Settings is set to **HTML**.
Color	*Submenu.* Apply the specified color to the selected text or the insertion point. The options are **No Color** (black by default), **Red**, **Green**, **Blue**, **Yellow**, and **Brown**.
Font	*Submenu.* Apply the specified font to the selected text or the insertion point. The options are all fonts installed and available on your system. These vary, of course, from computer to computer.
Size	*Submenu.* Apply the specified size to the selected text or the insertion point. Options are **Smallest**, **Smaller**, **Small**, **Normal**, **Big**, **Bigger**, and **Biggest**. These settings *do not* correspond to specific point sizes, and what your recipient sees may depend on the default font size set in their email software. For example, **Normal** may be 12 points on your system but 14 or 18 points on your recipient's.
Insert Horizontal Rule	Insert a horizontal separator line at or above the current cursor position. This command is only available if the **Send styled mail with** option in the Styled Text Settings is set to **HTML**.
Insert Graphic...	Insert a picture (graphic file) in message text at the current cursor position. This command is only available if the **Send styled mail with** option in the Styled Text Settings is set to **HTML**.
Link to URL...	Convert the selected text to a hyperlink to a URL. You specify the URL when prompted. This command is only available if the **Send styled mail with** option in the Styled Text Settings is set to **HTML** and text in the message is selected.

Spelling Submenu

The Spelling submenu under the Edit menu lets you use Eudora's built-in spelling checker to check your spelling in composition messages, text files, signature files, and stationery message files. For more details, see "Checking Your Spelling" in the "Creating and Sending Messages" chapter.



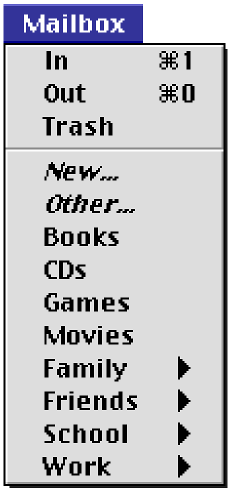
Spelling submenu

Command	Description
Check Spelling	Check the spelling in the current message or the text, signature, or stationery file. Misspellings are highlighted in the window.

Command	Description
Find Next Misspelling	Find the next misspelling in the spell-checked message or file. This command is only available following a spelling check.
Add to Dictionary	Add the selected word, which has been marked as a misspelling, to your User Dictionary.
Remove from Dictionary	Remove the selected word, which is *not* marked as a misspelling, from your User Dictionary. (This action adds the word to your User Anti-Dictionary.)
[Suggested Corrections]	If you have displayed the Spelling submenu following a spelling check and while a word marked as a misspelling is selected, Eudora lists on this submenu, under the other commands, its suggestions for the correct spelling of the misspelled word. If Eudora has no suggestions in its dictionary, however, then no suggestions are listed on this submenu.

Mailbox Menu

This menu lets you open a mailbox, or bring an open mailbox to the front, and also create new mailboxes.



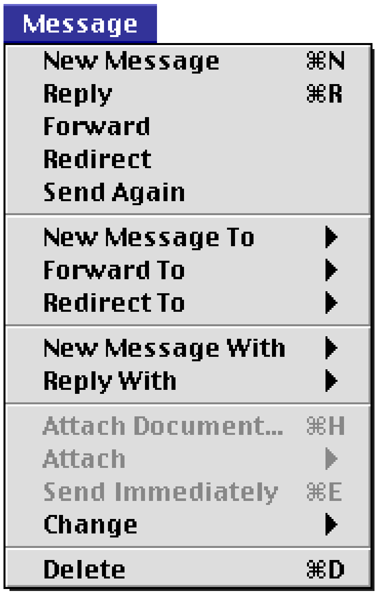
Mailbox menu

Command	Description
In	Open the mailbox where incoming messages are stored until they are deleted or transferred to another mailbox.
Out	Open the mailbox where messages you compose are stored, where queued messages are held until actually sent, and where copies of sent messages may initially be stored.
Trash	Open the mailbox where deleted messages are stored.

Command	Description
New...	Display the New Mailbox dialog to create a new mailbox. **Note:** The **New...** command also appears on all folder submenus (POP and IMAP), in which case the mailbox is created within that folder (see below).
Other...	Open a mailbox that is not stored in your Eudora Folder (within your System Folder), and add an alias for that mailbox to the Mailbox and Transfer menus. This alias is deleted when you quit Eudora. **Note:** The **Other...** command also appears on all folder submenus (POP only, not IMAP), in which case the mailbox alias is stored in that folder and is *not* deleted when you quit Eudora: it remains there until you actively delete it from the Mailboxes window.
[Your Mailboxes]	Open the selected mailbox that you have created.
[Your Folders]	Select a mailbox from any of the folders or subfolders you have created to open that mailbox. Or, select **New...** or (POP only) **Other...**, as described above.
[IMAP Account root folders]	If your email account is stored on an IMAP server, or if you have multiple personalities and the incoming mail server for one or more of them uses IMAP (**Server Configuration** is set to **IMAP** in the Personality Extras Settings), then your IMAP account root folders are listed here, below all of your POP account top-level mailboxes and folders (if you have a POP account). Eudora lists one IMAP root folder for each IMAP personality you have set up. The folder name is the personality name of that IMAP personality. Select a mailbox from any of your IMAP folders or subfolders to open that IMAP mailbox. Or, select **New...** to create a new mailbox within the account, folder, or subfolder, as described above. For more details, see the chapter “Using Eudora with an IMAP Account.”

Message Menu

This menu lets you create, send, and delete messages, as well as add attachments and also change certain properties of a message.


Message
New Message ⌘N
Reply ⌘R
Forward
Redirect
Send Again
New Message To
Forward To
Redirect To
New Message With
Reply With
Attach Document... ⌘H
Attach
Send Immediately ⌘E
Change
Delete ⌘D

Message menu

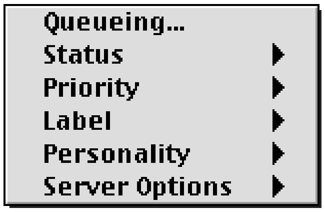
Command	Description
New Message	Open a new message composition window so that you can create a new message and send it. (If there was a single command that epitomized Eudora, this may likely be the best candidate!)
Reply	Reply to the sender of the currently open or selected message. If **Reply to all By default** is turned on in the Replying Settings, then you must hold down the **Option** key to display this command.
Reply To All [Option]	Reply to the sender and all of the original recipients of the currently open or selected message. If **Reply to all By default** is turned on in the Replying Settings, you do not need to hold down the **Option** key.
Reply Quoting Selection [Shift]	Reply to the sender only, and instead of quoting the entire message, quote only the text you've selected from the original message. If **Reply to all By default** is turned on in the Replying Settings, then you must hold down both the **Shift** and **Option** keys to display this command.
Reply Quoting Selection To All [Shift+Option]	Reply to the sender and all of the original recipients, and instead of quoting the entire message, quote only the text you've selected from the original message. If **Reply to all By default** is turned on in the Replying Settings, you only need hold down the **Shift** key, not also the **Option** key.
Forward	Send a copy of the currently open or selected message to someone else. The entire message is quoted, including the header.

Command	Description
Redirect	Send a copy of the currently open or selected message to someone else, but use the original sender’s address as the return address. That way, if your recipient responds to the message, the response goes to the original sender rather than you. This is a message “handoff.” It says, “I got this message but it really should have gone to you. Here it is, and now I’m out of the loop.” Note that the text is not quoted, and only the message body is included.
Send Again	Resend a message that has been rejected by the mail system. Eudora reformats the message for you to make it look just as it did when you first sent it. You can also use this command to resend any message and thereby save typing: you can resend a long message to another recipient, or send a different message to the same long list of recipients. In this sense, **Send Again** lets you treat any message like a stationery file.
New Message To	*Submenu.* Send a new message to someone on your Quick Recipient List. This submenu lists all of the nicknames on your Quick Recipient List. Selecting a nickname creates a new message addressed to that nickname or the individual(s) represented by it. For more details, see the chapter “Using the Address Book and Quick Recipient List.”
Forward To	*Submenu.* Send a copy of the currently open or selected message to someone on your Quick Recipient List.
Redirect To	*Submenu.* Send a copy of the currently open or selected message to someone on your Quick Recipient List, but use the original sender’s address as the return address. If **Turbo redirect by default** is turned on in the Miscellaneous Settings, then you need to hold down the **Option** key to display this submenu title.
Turbo Redirect To [Option]	*Submenu.* Perform a “turbo redirect” to someone on your Quick Recipient List: redirect the currently open or selected message to the selected nickname, queue the redirected message in your Out box, and delete the original message, all in one step. If **Turbo redirect by default** is turned on in the Miscellaneous Settings, then you do not need to hold down the **Option** key.
Turbo Redirect Without Delete to [Shift+Option]	*Submenu.* Perform a turbo redirect (as above) to someone on your Quick Recipient List, but do not delete the original message. If **Turbo redirect by default** is turned on in the Miscellaneous Settings, then you only need to hold down the **Shift** key, not also the **Option** key.
New Message With	*Submenu.* Create a new message that is formatted using the selected stationery file. This submenu provides a handy way to use stationery.
Reply With	*Submenu.* Reply to the sender of the currently open or selected message, and format the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying Settings, then you must hold down the **Option** key to display this submenu title. This submenu and its variants provide a handy way to create replies that use stationery.
Reply To All With [Option]	*Submenu.* Reply to the sender and all of the original recipients of the currently open or selected message, and format the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying Settings, you do not need to hold down the **Option** key.
Reply Quoting Selection With [Shift]	*Submenu.* Reply to the sender of the currently open or selected message, quote only the text you’ve selected from the original message, and format the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying Settings, then you must hold down both the **Shift** and **Option** keys to display this submenu title.

Command	Description
Reply Quoting Selection To All With [Shift+Option]	*Submenu.* Reply to the sender and all of the original recipients of the currently open or selected message, quote only the text you've selected from the original message, and format the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying Settings, you only need hold down the **Shift** key, not also the **Option** key.
Attach Document...	Display a file selection dialog to select a Macintosh document file or application file that will be attached to and sent with the message you are composing. Also used to insert the contents of a text file into the message you are composing.
Attach	*Submenu.* The items on this submenu correspond to your installed message plug-ins that create attachments. Select one of the items to use that plug-in to create a special file that will be attached to and sent with the message you are composing. For example, the PureVoice plug-in lets you create a voice recording that you can attach to and send with your message. See "Using Eudora Plug-ins" in the "General Reference" chapter.
Send Immediately	Send the currently open or selected composition message right now. A selected message must have the Queued or Sendable status. This command appears only if the **Immediate send** option is turned on in the Sending Mail Settings.
Queue For Delivery	Queue the currently open or selected composition message in your Out box (marking it with a "Q" in the Status column), so that it is ready for sending the next time queued messages are sent. A selected message must have the Sendable status. This command appears only if the **Immediate send** option is turned off in the Sending Mail Settings (it replaces **Send Immediately**, above).
Change Queueing... [Option]	Display the Change Queueing dialog so that you can change the send or queue status of the currently open or selected outgoing message. This command appears in place of **Send Immediately** or **Queue For Delivery**, depending on whether **Immediate send** is turned on or off in the Sending Mail Settings.
Change	*Submenu.* Change any of the following properties of the currently open or selected message: queueing, status, priority, label, personality, or server options. See the separate section below for more details. Note that the **Status**, **Priority**, **Label**, and **Server Options** submenus under this submenu correspond to the column popup menus for the corresponding columns in an open mailbox window or a Search window with the Results pane visible. For an outgoing message, the **Personality** submenu corresponds to the **Personality** popup in the **From** field of an outgoing message.
Delete	Transfer the currently open or selected message into the Trash mailbox.
Nuke [Shift+Option]	Permanently remove the currently open or selected message from your Macintosh without first transferring it to the Trash mailbox. If the message has attachments, these are moved into the Finder Trash. **Caution:** Nuked messages cannot be recovered! (You *can* recover their attachments, however, before emptying the Finder Trash.)

Change Submenu

The Change submenu under the Message menu lets you change certain properties of the currently open or selected message.



Change submenu

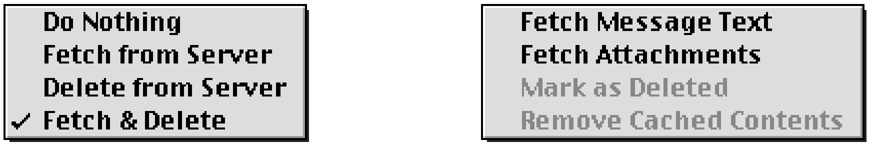
The **Status**, **Priority**, **Label**, and **Server Options** submenus under this submenu correspond to the column popup menus for those columns in a mailbox window or Search window (Results pane). The **Personality** submenu corresponds to the **Personality** popup in the **From** field of an outgoing message only.

Command	Description
Queueing...	Display the Change Queueing dialog in order to change the send or queue status of the currently open or selected outgoing message. Similar to **Change Queueing...** accessed directly under the Message menu when you hold down the **Option** key (see the previous table).
Status	*Submenu.* Change the status of the currently open or selected message (incoming or outgoing). Options are **Unread**, **Read**, **Replied**, **Forwarded**, **Redirected**, **Recovered**, **Unsendable**, **Sendable**, **Queued**, **Timed Queue**, **Sent**, **Unsent**, **Transfer Error**, and **Being Sent**. (Some of these actions are not selectable.) For more details on the various status values a message can have, see “The Status Column” in the “Working with Mailboxes” chapter.
Priority	*Submenu.* Change the priority of the currently open or selected message. Options are **Highest**, **High**, **Normal**, **Low**, **Lowest**, **Raise** (raises the priority by one level), and **Lower** (lowers the priority by one level). For more details on priority values, see “The Priority Column” in the “Working with Mailboxes” chapter, and also see “Setting the Message Priority” in the “Creating and Sending Messages” chapter. You can also change the priority of an open message (incoming or outgoing) from the **Priority** popup on the icon bar of the open message window.
Label	*Submenu.* Change the label of the currently open or selected message. Select one of the 15 defined labels, or select **None** for no label. For more details on label values, see “The Label Column” in the “Working with Mailboxes” chapter, and also see the “Eudora Labels” section of the “Settings” chapter.
Personality	*Submenu.* Change the personality associated with the currently open or selected message. Select **«Dominant»** or any of your alternate personalities. **Note:** This submenu appears only if you have more than one personality set up in Eudora.
Server Options	*Submenu.* For the currently open or selected message, change the action that the POP or IMAP server will perform on the server’s copy of the message the next time mail is checked from that server. The commands on this submenu differ according to whether the message is stored on a POP or IMAP server. See the separate section below for more details.

Server Options Submenu

The commands on this submenu control what is done to the server copy of the currently open or selected message the next time mail is checked from that server. Different commands are shown on this submenu depending on whether the server copy of the current message is stored on a POP or IMAP server. Both variations of the submenu are shown below.

For more details on the POP versions of these commands, see “The Server Action Column” in the “Working with Mailboxes” chapter, and also see “Managing Your Mail on the POP Server” in the “Receiving and Responding to Messages” chapter. IMAP users, see the chapter “Using Eudora with an IMAP Account” for details on the IMAP versions of these commands.



Server Options submenu for POP (left) and IMAP servers

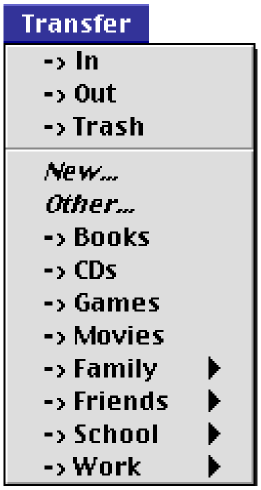
Command	Description
Do Nothing	The next time mail is checked, don’t do anything with the message on the POP server: don’t fetch it, don’t delete it.
Fetch from Server	The next time mail is checked, download the entire message from the POP server.
Delete from Server	The next time mail is checked, delete the message from the POP server.
Fetch & Delete	The next time mail is checked, download the entire message from the POP server and delete the message from the POP server.

Command	Description
Fetch Message Text	Immediately download from the IMAP server the entire text of the message, including the message header and the message body.
Fetch Attachments	Immediately download from the IMAP server all attachment files that are attached to this message.
Mark as Deleted	Immediately mark this message on the IMAP server as deleted.
Remove Cached Contents	Immediately remove the message from your local cache (in the IMAP Folder), but leave the original message on the IMAP server.

Transfer Menu

This menu lets you transfer the current open message, or the currently selected message summaries in a mailbox window, to another mailbox.

Note. If you hold down the **Option** key while transferring the message(s), a copy of the message is placed in the destination mailbox, and the original message is left where it is.



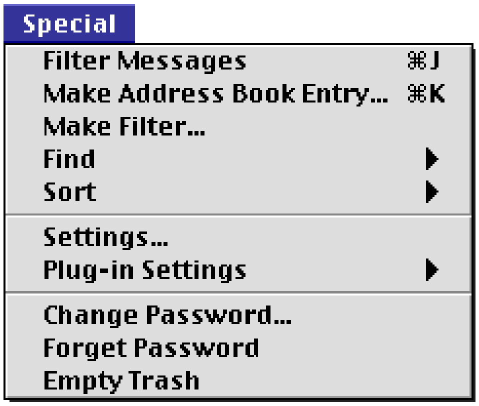
Transfer menu

Command	Description
In	Transfer the current message(s) to the In mailbox.
Out	Transfer the current message(s) to the Out mailbox.
Trash	Transfer the current message(s) to the Trash mailbox.
New...	Display the New Mailbox dialog to create a new mailbox, then transfer the current message(s) into that mailbox. **Note:** If **New...** is selected from a folder submenu, the new mailbox is created in that folder.
Other...	Transfer the current message(s) to a mailbox that is not stored in your Eudora Folder (within your System Folder), and add an alias for that mailbox to the Transfer and Mailbox menus. This alias is deleted when you quit Eudora. **Note:** If you select **Other...** from a folder submenu (POP only, not IMAP), then the mailbox alias is stored in that folder and is *not* deleted when you quit Eudora: it remains there until you actively delete it.
[Your Mailboxes]	Transfer the current message(s) to the selected mailbox that you have created.
[Your Folders]	Transfer the current message(s) to the selected mailbox stored in the folder or subfolder you have created. Or, select **New...** or (POP only) **Other...**, as described above.

Command	Description
[IMAP Mailboxes and Folders]	Transfer the current message(s) to the selected IMAP mailbox, or select **New...** as described above. See “Mailbox Menu” earlier for more details, and also see the chapter “Using Eudora with an IMAP Account” for the rules governing IMAP-to-IMAP and POP-to-IMAP, as well as IMAP-to-POP, transfers.

Special Menu

This menu lets you perform a variety of maintenance and other special tasks in Eudora.



Special menu

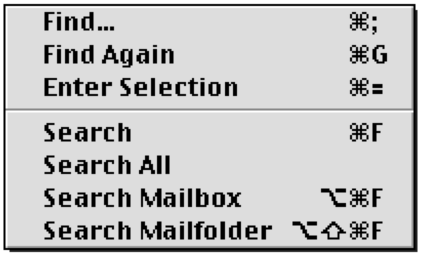
Command	Description
Filter Messages	Filter the currently open message, or the currently selected message summaries, against all manual filters in your filters list. Manual filters are those for which the **Manual** checkbox is checked in the **Match** area of the Filters window for that filter, or in the **Match** area of the Make Filter dialog when you created that filter. See “Filtering Messages” in the “Organizing Your Messages” chapter for more details.
Make Address Book Entry...	Create an entry in your Address Book (a nickname) containing the address(es) in the open or selected message(s) or other window where this command is available. See the chapter “Using the Address Book and Quick Recipient List” for more details.
Make Address Book Entry From Selection... [Shift]	Create an entry in your Address Book (a nickname) containing the selected address(es). See the above-cited chapter for more details.
Make Filter...	Open the Make Filter dialog to create a simple transfer filter using the information in the currently open or selected message(s). See “Filtering Messages” in the “Organizing Your Messages” chapter for more details.

Command	Description
Find	*Submenu.* The **Find** commands on this submenu let you look for a text string in a currently open window (not just message windows but other windows as well). The **Search** commands open a Search window so you can perform more advanced searching for specific information in messages across a wide range of mailboxes and mail folders. For more details, see the separate section below and also see the chapter “Finding and Searching.”
Sort	*Submenu.* Sort the message summaries in an open mailbox window, or in the Results pane of a Search window, in ascending order by the selected column. You can also select **Group Subjects** to turn on and off the grouping of messages by subject to create conversational “threads” such as those seen in Internet newsreaders. For more details, see “Sorting Messages” in the “Organizing Your Messages” chapter. Note that the **by Mailbox** option is only available in a Search window, with the Results pane active.
Sort Descending [Option]	*Submenu.* Same as the item immediately above, but sort the messages in reverse order by the selected column: descending rather than ascending.
Settings...	Open the Settings dialog so that you can modify your Eudora settings. For complete descriptions of all Eudora settings, see the “Settings” chapter.
Plug-in Settings	*Submenu.* This submenu lists your installed message plug-ins that have settings you can configure. Selecting an item opens a settings dialog for that plug-in. Modify the settings as desired, then click **OK** to save your changes or **Cancel** to discard them. For more details, see “Using Eudora Plug-ins” in the “General Reference” chapter. To see a listing of all your installed message plug-ins, select **About Message Plug-ins...** from the **Apple** menu: but note that this list may be a mixture of message plug-ins with settings and those without.
Change Password...	Change the password of your email account on the incoming mail server. Note that this requires a special password-change server that is not available at all sites. Check with your Internet Service Provider or your email Administrator to see if the password-changing feature is available to you.
Change Password for Selected Personalities...	Change your password on the associated incoming mail server for each of the personalities (email accounts and their variations) currently selected in the open Personalities window. This command only appears on the **Special** menu if the Personalities window is open (**Window>Personalities**) and one or more personality items are selected in the list. Note that a password-change server is required for each email account for which you want to change your password. Check with your ISP or your email Administrator to determine whether you can use this feature for a particular email account.
Forget Password	Make Eudora forget your password so that your mail cannot be checked without re-entry of your password. That is, the next time you or someone else attempts to check your mail, you (or they) will be prompted for your account password. This is useful if you should step away from your desk and are concerned about others checking and reading your mail without your knowledge or authorization.
Forget Password for Selected Personalities	Make Eudora forget your password for each of the personalities currently selected in the open Personalities window, so that mail cannot be checked for those personalities without re-entry of the appropriate password. This protects you from unauthorized checking and reading of your mail by others who might have access to your computer. This command only appears on the **Special** menu if the Personalities window is open (**Window>Personalities**) and one or more personality items are selected in the list.

Command	Description
Empty Trash	Delete all messages from the Trash mailbox. These messages are permanently removed from your Macintosh. **Note:** If you have one or more IMAP accounts, and at least one of them has a Trash mailbox on its associated IMAP server, then **Empty Trash** empties your local (POP) Trash mailbox (if you have one) along with any remote (IMAP) Trash mailbox for any IMAP server you've connected to recently. For more details, see the chapter "Using Eudora with an IMAP Account."
Remove Deleted Messages [Option]	For all messages marked as deleted in the currently open IMAP mailbox, remove those messages from the IMAP server and from your Macintosh. This command only appears if the currently open mailbox resides on an IMAP server and if the **Use a trash mailbox on the IMAP server** option is turned off in the Personality Extras Settings for the associated IMAP personality. See the chapter "Using Eudora with an IMAP Account" for more details.
Empty All Trash Mailboxes [Option]	Empty of all messages both your local (POP) Trash mailbox, if you have one, and all of the remote IMAP Trash mailboxes that you have created on the IMAP servers for your IMAP accounts. This command only appears if you have one or more IMAP accounts and the **Use a trash mailbox on the IMAP server** option is turned on in the Personality Extras Settings for at least one of these accounts (or a Trash mailbox has been created on the IMAP server for one of these accounts). See the chapter "Using Eudora with an IMAP Account" for more details.
Empty Local Trash Mailbox [Shift]	Empty of all messages the local (POP) Trash mailbox only. This command only appears if you have one or more IMAP accounts and at least one of them has an associated Trash mailbox. This command gives you a way to restrict the "taking out the trash" to the local Trash only, leaving the remote IMAP Trash mailboxes untouched. See the chapter "Using Eudora with an IMAP Account" for more details.
[Plug-in Names]	Select one of these items to use that installed plug-in. These items are added to the bottom of the **Special** menu when certain Eudora plug-ins are installed. See "Using Eudora Plug-ins" in the "General Reference" chapter for more details.

Find Submenu

The commands on the Find submenu let you find a text string in the currently open window or search for more complicated information in messages throughout a wide range of your mailboxes and mail folders, including all of them. For complete details, see the chapter "Finding and Searching."



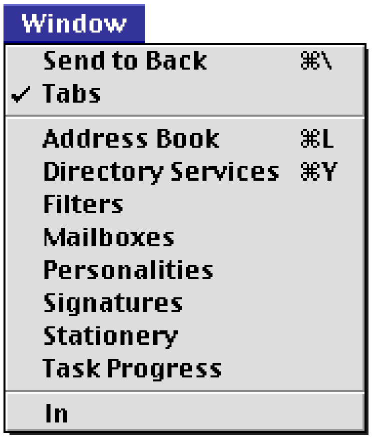
Find submenu

Command	Description
Find...	Open the Find dialog, or make it active, so that you can enter a text string and begin searching for that string in the currently open message window, mailbox window, or other searchable Eudora window.
Find Again	Find the next occurrence of the specified text string in the currently open searchable Eudora window. Eudora wraps to the top of the window if it finds no occurrences in the remainder of the window.
Enter Selection	Use the selected text as the new Find string: place this text in the Find field of the Find dialog, whether that dialog is open (and inactive) or closed. Lets you change find strings in the middle of a Find operation in the currently open window, so that you can immediately look for new text without having to make the Find dialog active (or even open it). Also uses the selected text as the new default search string in currently open and subsequently opened Search windows subject to certain conditions.
Search	Open a new Search window to prepare for the search. You set your search conditions and click the **Search** button to begin the search.
Search All	If a string of text is selected anywhere in Eudora, open a new Search window and search through all of your mailboxes for that text string. This lets you perform a “Turbo Search” on selected text.
Search Mailbox	If a message window is open and text is selected in that window, open a new Search window and search for the selected text in the mailbox that contains the open message. This lets you perform a “Turbo Search” on a selected text string and restrict it to the current mailbox only.
Search Mailfolder	If a message window is open and text is selected in that window, open a new Search window and search for the selected text in all mailboxes under the mail folder that contains the open message. This lets you perform a “Turbo Search” on a selected text string and restrict it to the containing mail folder only.

Window Menu

This menu lets you work with windows in Eudora: bring them to the front of the window stack, send them to the back of the stack, open special windows called “tool” windows (or make them active), and apply and remove tabs to these tool windows and also tabbed window groups. (For more information on tabbed windows, see the chapter “Managing Windows in Eudora.)

Note. *Tool windows* are the windows named in the middle section of the Window menu, beginning with the Address Book and ending with the Task Progress window.



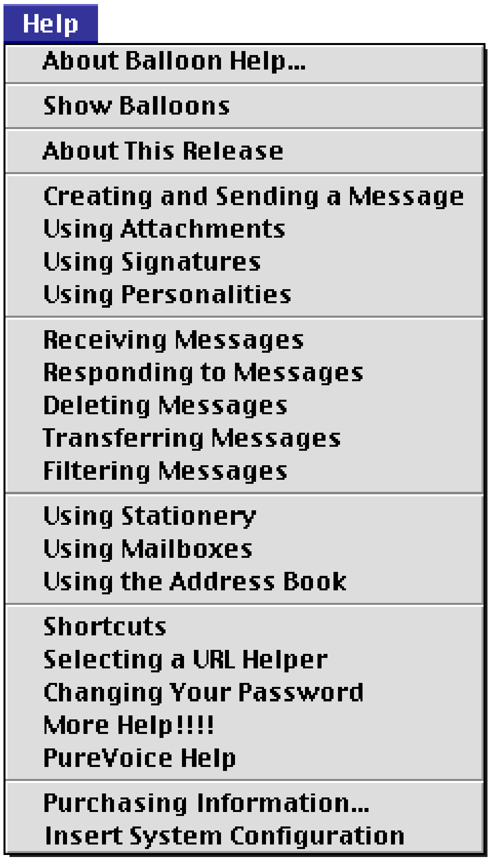
Window menu

Command	Description
Send to Back	Send the topmost (current) window to the back of all open Eudora windows.
Tabs	This command is active only if the topmost (current) window is either a single tool window (with or without a tab) or a tabbed window group. In the case of a single window with a tab, **Tabs** is checked (checkmark next to it), and selecting **Tabs** removes the tab. In the case of a single window without a tab, **Tabs** is unchecked, and selecting it adds a tab to the window. In the case of a tabbed window group, **Tabs** is checked, and selecting it removes all tabs from the member windows, and hides all member windows except the currently active one in the group. For more details, see the chapter “Managing Windows in Eudora.”
Revert to Default Tabs [Option]	Recombine all tool windows (except Task Progress) into their default tabbed window group configurations. See the chapter “Managing Windows in Eudora” for more details.
Address Book	Open the Address Book or bring it to the front, for creating and editing nickname entries. See the chapter “Using the Address Book and Quick Recipient List” for complete details.
Directory Services	Open the Directory Services window or bring it to the front, to use online directories to look people up on the Internet or your local Intranet. See the chapter “Using Directory Services” for complete details.
Filters	Open the Filters window or bring it to the front, to create and edit filters that organize your messages. See “Filtering Messages” in the “Organizing Your Messages” chapter for complete details.
Mailboxes	Open the Mailboxes window or bring it to the front, to create, rename, move, and remove your mailboxes and mail folders. See the chapter “Working with Mailboxes” for full details, and IMAP users should also see the chapter “Using Eudora with an IMAP Account” for supplementary details.
Personalities	Open the Personalities window or bring it to the front, to create, rename, edit, and remove personalities (multiple email accounts or variations of accounts). See “Using Personalities” in the “Creating and Sending Messages” chapter for full details. IMAP users see the chapter “Using Eudora with an IMAP Account” for additional information on setting up IMAP personalities.

Command	Description
Signatures	Open the Signatures window or bring it to the front, to create, rename, edit, and remove your custom signatures. See “Using Signatures” in the “Creating and Sending Messages” chapter for full details.
Stationery	Open the Stationery window or bring it to the front, to create, rename, edit, and remove stationery message files. These are “canned” or “template” messages that can be used to send the same information over and over again. See “Using Stationery” in the “Creating and Sending Messages” chapter for full details.
Task Progress	Open the Task Progress window or bring it to the front, to view the progress of tasks being performed by Eudora in the background, and to set automatic mail-checking options. See the chapter “Managing Windows in Eudora” for a description of this window and its features.
[Your Open Mailbox and Message Windows]	Bring the selected mailbox window or message window to the front of all open Eudora windows.

Help Menu

Use this menu to access online help topics and to turn Balloon Help on and off.


Help
About Balloon Help...
Show Balloons
About This Release
Creating and Sending a Message
Using Attachments
Using Signatures
Using Personalities
Receiving Messages
Responding to Messages
Deleting Messages
Transferring Messages
Filtering Messages
Using Stationery
Using Mailboxes
Using the Address Book
Shortcuts
Selecting a URL Helper
Changing Your Password
More Help!!!!
PureVoice Help
Purchasing Information...
Insert System Configuration

Help menu

Command	Description
About Balloon Help...	Display a dialog giving you brief information on how to use Balloon Help.
Show Balloons, Hide Balloons	Select **Show Balloons** to turn on Balloon Help; then point to an item on your screen to display a help balloon containing help information on that item. Select **Hide Balloons** to turn off Balloon Help. If you have an extended keyboard with a **Help** key, you can press that key to turn Balloon Help on and off.
About This Release	This online help topic displays a description of the new features in this latest release of Eudora Pro, and may also contain descriptions of the newest features in the most recent major release of Eudora.
[Online Help Topics]	Select one of these items to obtain help on that topic.
More Help!!!!	Display a list of additional resources you can pursue for obtaining more help on using Eudora.
PureVoice Help	Display help information for using QUALCOMM Incorporated’s PureVoice™ Player/Recorder plug-in (and application) for recording, sending, receiving, and playing voice messages with your email. This help topic only appears if, when you installed this version of Eudora Pro (or selected earlier versions), you chose an installation option that also installed PureVoice. If you installed PureVoice, it is available from the **Message>Attach** submenu when a new composition message is open.
Purchasing Information...	Open your default web browser and go to the Eudora web page that contains information on special offers for purchasing Eudora Pro.
Insert System Configuration	Insert information about your computer at the insertion point in the message body of an open composition message. This is useful for including your system configuration when you communicate with the Eudora Technical Support Group about a problem you are having, or when you send us information on a bug you have found in the software, so that in either case we can determine what went wrong.

Settings

The Settings Dialog

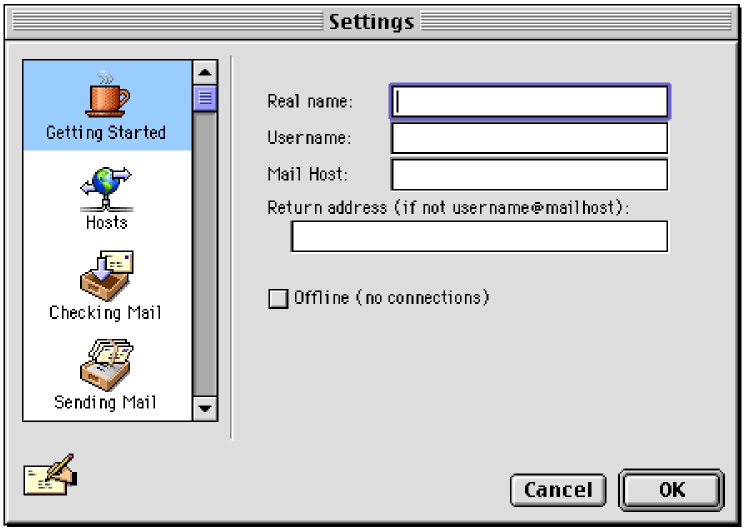
The Settings dialog lets you specify how Eudora works for you. To display the Settings dialog, select **Settings...** from the **Special** menu.

The Settings dialog contains many categories (also called *panels* or *panes*), all of which are described in this chapter. The default setting for each option is listed in square brackets, [ ], after the name of the option. All panels shown in this chapter are defaults.

For your convenience, some settings appear in more than one category. For example, your **Username** and **Mail Host** appear in the **Getting Started**, **Checking Mail**, and **Personalities** Settings panels. Changing a setting in one category changes the setting in all categories in which it appears.

Getting Started

The Getting Started Settings determine the minimum information necessary for you to send and receive email. The information here is for your *Dominant* personality (your primary email account).


Settings
Getting Started
Hosts
Checking Mail
Sending Mail
Real name:
Username:
Mail Host:
Return address (if not username@mailhost):
☐ Offline (no connections)
Cancel
OK

Getting Started Settings

Real name [blank]. ***(required entry)*** Enter your real name as you wish it to appear in the **From** field of all of your outgoing messages (e.g., first and last name). This lets your recipients know who the mail is from.

Username [blank]. ***(required entry)*** Enter your email user name for the mail host server to which you will be connected. This name is used to log in to your email account if the account requires a user name. This name is provided by your Internet Service Provider or your organization’s email administrator. It usually consists of the text that appears before the at sign (@) in your return email address. For example, for a return address of `tjones@myfirm.com`, the user name is `tjones`.

Mail Host [blank]. ***(required entry)*** Enter the name of your mail host (incoming email) server. All of your incoming email messages are delivered to your incoming email account, which resides on a computer that runs your incoming email server. Once your messages arrive at your mail account, Eudora can pick them up and transfer them to your Macintosh. Your incoming account may or may not be the same as your return address, which is the address at which you normally receive email. If your return address is different from your incoming account, put the return address in the **Return address** field.

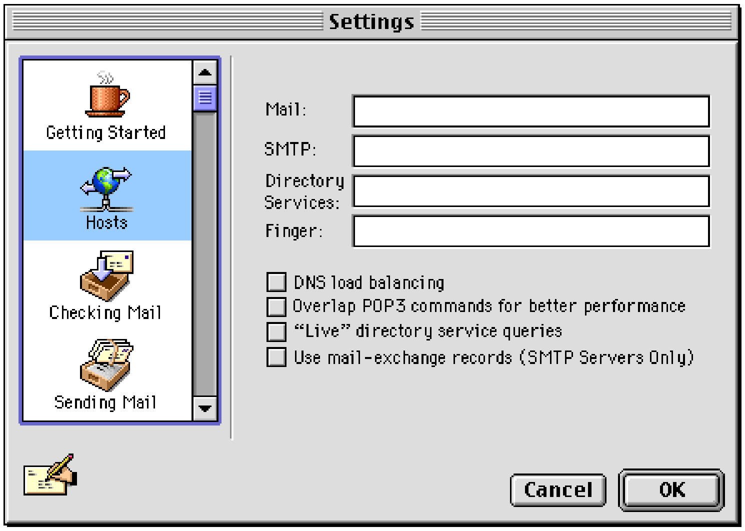
Return address (if not username@mailhost) [blank]. Enter the email address that has been assigned to you by your Internet Service Provider or your organization’s email administrator. This is the address that other people use to send you email. Return addresses are usually of the form `username@domainname` — for example, `tjones@myfirm.com`.

> **Note.** If you do enter a return address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able reply to your mail.

Offline (no connections) [off]. Check **Offline** if you do not want Eudora to attempt to make any connections to your incoming or outgoing mail servers or any directory services servers.

Hosts

The Hosts Settings tell Eudora what servers to use, and how to use them.



Mail:

SMTP:

Directory Services:

Finger:

☐ DNS load balancing
☐ Overlap POP3 commands for better performance
☐ "Live" directory service queries
☐ Use mail-exchange records (SMTP Servers Only)

Hosts Settings

Mail [blank]. This field should contain the **Mail Host** name you entered in the Getting Started Settings panel. If not, enter the full name of the computer running the POP or IMAP server that handles your incoming mail: for example, `pop1.myfirm.com`.

SMTP [blank]. If there is no name in this field, enter the name of the computer running the server that handles your outgoing mail. If your POP (or IMAP) and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, you must enter the SMTP name: for example, `mysmtp.myfirm.com`.

Directory Services [blank]. Enter the name of the computer running the server that handles your directory services. Your Internet Service Provider or your email administrator can provide you with the computer name for the type of directory service they provide (Ph or LDAP).

Finger [blank]. Enter the name of the computer running the server that provides your Finger service. Your Internet Service Provider or your email administrator can supply you this name. If you leave this field blank, Eudora uses the name entered in the **SMTP** field of this panel as your Finger server name.

DNS load balancing [off]. If this is on, the workload of a community of Eudora users is spread over several host computers. Turn this on if your network administrator tells you to.

> **Network Administrators:** DNS load balancing works by making Eudora choose a random address from the list of addresses returned by the DNS (without DNS load balancing, Eudora will always choose the first address from the list). If you have several machines that can perform the exact same service, list all of their IP addresses under one domain name, then instruct your users to use that domain name and to turn on the **DNS load balancing** setting. Now the users are equally likely to use any one of the "balanced" machines for the service.

Overlap POP3 commands for better performance [off]. If this is on, Eudora sends commands to your POP server immediately, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it. (POP3 is Post Office Protocol version 3, the latest version.)

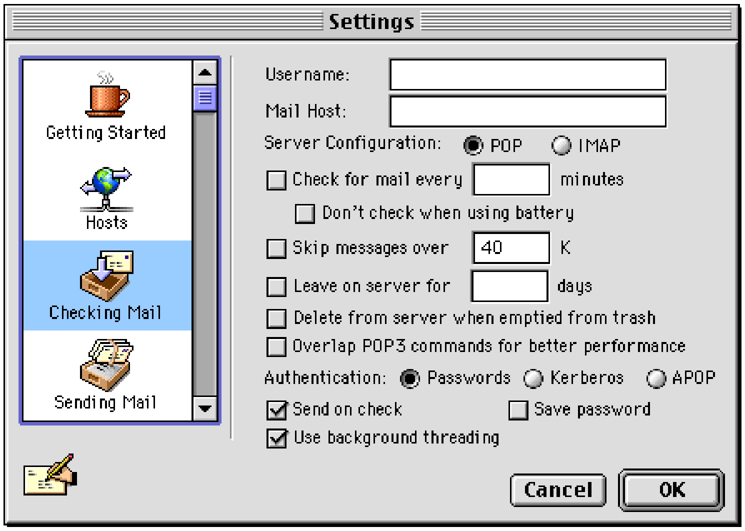
"Live" directory service queries [off]. If this is on, the connection with your **Directory Services** server is kept open in the open Directory Services window (when the window is on top and in use). Directory service queries are automatically sent to the server when you pause after typing query text in the **Enter query** field of the window.

Use mail-exchange records (SMTP Servers Only) [off]. If this is on, then when Eudora makes an SMTP connection, it asks your domain name server to tell it which host would be best for accepting your mail. Ask your system administrator about this before turning this setting on. The setting works only with Open Transport.

Checking Mail

The Checking Mail Settings determine how Eudora checks for and receives your incoming mail messages.

Note. The display of some of the fields in this settings panel depends on what you choose in the **Server Configuration** field: **POP** or **IMAP**. Below, we first list the fields common to both server configurations, then list the fields particular to each server configuration, POP and then IMAP.



Username:

Mail Host:

Server Configuration: ● POP ○ IMAP

☐ Check for mail every minutes

☐ Don't check when using battery

☐ Skip messages over 40 K

☐ Leave on server for days

☐ Delete from server when emptied from trash

☐ Overlap POP3 commands for better performance

Authentication: ● Passwords ○ Kerberos ○ APOP

☑ Send on check ☐ Save password

☑ Use background threading

Checking Mail Settings (POP server)

Username [blank]. This is your email user name carried over from the Getting Started Settings panel.

Mail Host [blank]. This is the name of your incoming mail server, carried over from the Getting Started Settings panel.

Check for mail every ? minutes [off, blank]. If this is on and you enter a number in the box, Eudora automatically checks your incoming mail server for new mail at regular intervals and transfers any mail addressed to you to your Macintosh . The number you enter specifies the number of minutes between checks. It's a good idea to set this at no less than 15 minutes. Checking mail more often puts an unnecessary drain on your mail server. This option only works when Eudora is running. Leaving the text box empty turns off automatic checking, even if the checkbox is checked. Also, unchecking the option turns off automatic checking even if there is a number in the text box.

Don't check when using battery [off]. If this is on and your Macintosh is running on battery power, mail is not automatically checked (even if you have the **Check for mail every ? minutes** option turned on).

Send on check [on]. If this is on, any messages queued in your Out mailbox (and marked with a Q in the Status column of the message summary) are sent when mail is checked, whether the mail-check is automatic or manual. (Timed-queue messages—those marked with a clock icon in the Status column of the Out box—are only sent if their time constraints are satisfied.)

Save password [off]. If this is on, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. You should only use this option if your Macintosh is in a secure place.

Use background threading [on]. If this is on, then when an automatic or manual mail check is initiated, Eudora checks your mail in the background, so that you can perform other functions at the same time—such as composing messages. If this is off, then when a mail check is initiated, you must wait until Eudora finishes checking your mail before you can perform another function. See also the **Use separate thread for sending** option in the Sending Mail Settings, which lets you perform other functions while Eudora sends mail in the background.

Server Configuration [POP]. Your selection in this field determines whether some of the other fields in this Settings panel appear. You should select the option that corresponds to the protocol used by your incoming mail server. If your incoming mail server uses the Post Office Protocol (POP3 is the latest version), select **POP**. If your incoming mail server uses the Internet Message Access Protocol (IMAP4 is the latest version), select **IMAP**. If you are not sure which item to select, choose **POP** to be safe. But you should get the actual value from your email Administrator or your Internet Service Provider. One clue: If all of your mailboxes are created and stored on your local computer (your Macintosh), you are probably using POP. If all of your mailboxes are created and stored remotely, on the incoming mail server itself (rather than on your computer), you are probably using IMAP. Below we discuss the fields that appear when you choose each type of server configuration.

When Server Configuration = POP:

> **Note.** For further information, see "Managing Your Mail on the POP Server" on page 80. Click the page number to display the topic.

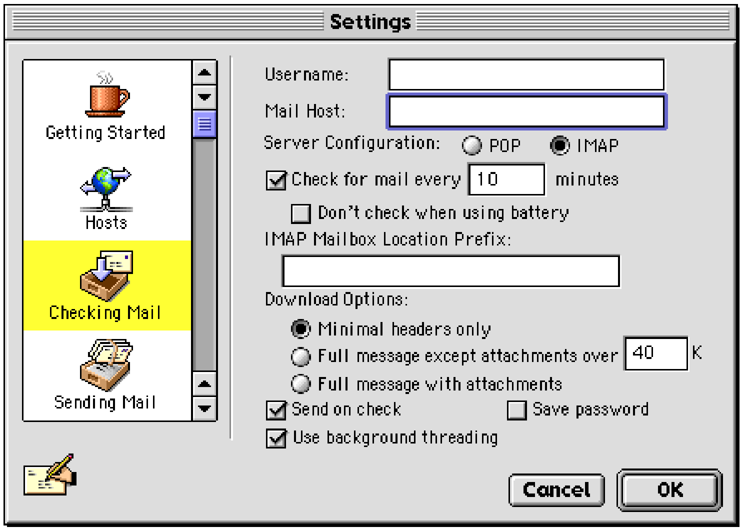
Skip messages over ? K [off, 40]. If this is on and a number is entered in the field, messages over the specified size are downloaded only in part. These messages include the first few lines, along with a statement that says the message is not complete. This can be useful on slow connections.

Leave on server for ? days [off, blank]. If this is on and a number is entered in the field, Eudora copies incoming messages to your Macintosh and leaves the message on the POP server for the specified number of days. If you leave the box blank, your mail is left on the server indefinitely.

Delete from server when emptied from trash [off]. If this is on, any messages that are deleted from your Trash mailbox are also deleted from the POP server.

Overlap POP3 commands for better performance [off]. If this is on, Eudora sends commands to your POP server immediately, instead of waiting for a previous command to be completed. This is faster, but your server may not be able to handle it.

Authentication [Passwords]. This specifies which POP authentication technology to use with your email account: **Passwords**, **Kerberos**, or **APOP**. Ask your email Administrator which one to specify.



Username:

Mail Host:

Server Configuration: ○ POP ● IMAP

☑ Check for mail every 10 minutes

☐ Don't check when using battery

IMAP Mailbox Location Prefix:

Download Options:

● Minimal headers only

○ Full message except attachments over 40 K

○ Full message with attachments

☑ Send on check ☐ Save password

☑ Use background threading

Checking Mail Settings (IMAP server)

When Server Configuration = IMAP:

> **Note.** For further information, see “Managing Your Mail on the IMAP Server” on page 84. Click the page number to display the topic.

IMAP Mailbox Location Prefix [blank]. This tells Eudora where to look for your mail on the incoming IMAP mail server. Normally you enter a directory location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email Administrator or your ISP. You might not have to enter anything here.

Download Options [Full message except attachments over ? K]. When you check mail for your IMAP account, these options (you can only choose one) tell Eudora how much of each incoming message to download from the IMAP server to your Macintosh. You can download just the essential headers, or, alternately, the entire message and any attachments under a specified size.

Minimal headers only [off]. If this option is on, only a limited set of message headers, and nothing else, is downloaded for each incoming IMAP message. That means the remaining headers, the message body, and any attachments are *not* downloaded with the message, but are left on the server for you to download later, if you want. The minimal headers represent the essential information that you would see in the message summary of a mailbox window. They tell you who the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to download the full message and any attachments, or delete the message or deal with it another way.

Full message except attachments over ? K [on, 40]. If this option is on and a number is entered in the box, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are downloaded for each incoming IMAP message. Any attachments *larger* than the specified size are *not* downloaded with the message, but are left on the server for you to download later, if you want. To ensure that Eudora downloads all of your IMAP attachments for this account, even very large ones, enter a large number in this field. If you never want any attachments downloaded when you check your mail, enter 0 in this field.

Full message with attachments. If this option is on, the full message (full set of message headers and the message body) and all attachments without regard to size are retrieved for each incoming IMAP message for your dominant personality.

Send on check [on]. If this is on, any messages queued in your Out mailbox (and marked with a Q in the Status column of the message summary) are sent when mail is checked, whether the mail-check is automatic or manual. (Timed-queue messages—those marked with a clock icon in the Status column of the Out box—are only sent if their time constraints are satisfied.)

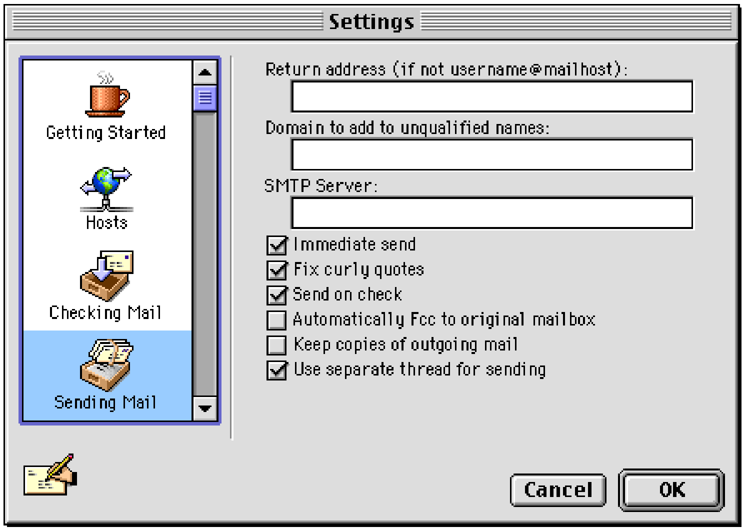
Save password [off]. If this is on, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. You should only use this option if your Macintosh is in a secure place.

Use background threading [on]. If this is on, then when an automatic or manual mail check is initiated, Eudora checks your mail in the background, so that you can perform other functions at the same time—such as composing messages. If this is off, then when a mail check is initiated, you must wait until Eudora finishes checking your mail before you can perform another function. See also the **Use separate thread for sending** option in the Sending Mail Settings, which lets you perform other functions while Eudora sends mail in the background.

> **Note.** Use of a Trash mailbox for a Dominant IMAP account is governed by the **Use a trash mailbox on the IMAP server** option in the Personality Extras Settings, when **Server Configuration** is set to **IMAP**.

Sending Mail

The Sending Mail Settings determine how Eudora sends your outgoing mail messages.



Return address (if not username@mailhost):

Domain to add to unqualified names:

SMTP Server:

☑ Immediate send
☑ Fix curly quotes
☑ Send on check
☐ Automatically Fcc to original mailbox
☐ Keep copies of outgoing mail
☑ Use separate thread for sending

Sending Mail Settings

Return address (if not username@mailhost) [blank]. This is your return email address carried over from the Getting Started Settings panel.

Domain to add to unqualified names [blank]. This is the domain name that Eudora automatically adds to an unqualified name. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. For example, suppose your domain name is `myfirm.com` and you enter that in this field. If you then address a message to `joe` (assuming `joe` is not a nickname in your Address Book), Eudora sends the message to `joe@myfirm.com`.

SMTP Server [blank]. This is the name of your outgoing (SMTP) mail server, carried over from the **SMTP** field of your Hosts Settings. If the computer that runs your incoming mail server (POP or IMAP) also runs an SMTP server, you can leave this field blank.

Immediate send [on]. If this is on, the button at the far right of the icon bar in an open new message composition window is labeled **Send**. Clicking the **Send** button immediately sends the message to the SMTP server. If this option is off, the same button is labeled **Queue** and clicking it places the message in the Out mailbox marked ready for delivery (**Q**).

Fix curly quotes [on]. If this is on, Eudora replaces all "curly" quotation marks in message text or text attachments with "conventional" (straight) quotation marks prior to sending the message. It also replaces bullets (•) and en/em dashes (–/—). These marks are special characters, and this option allows messages to be sent without using quoted-printable encoding.

> **Note.** If your recipients have MIME, there's no reason to use the above option. Only turn it on if most of the people you correspond with don't use MIME.

Send on check [on]. If this is on, any messages that are queued in the Out mailbox are sent when mail is checked, whether the mail-check is automatic or manual.

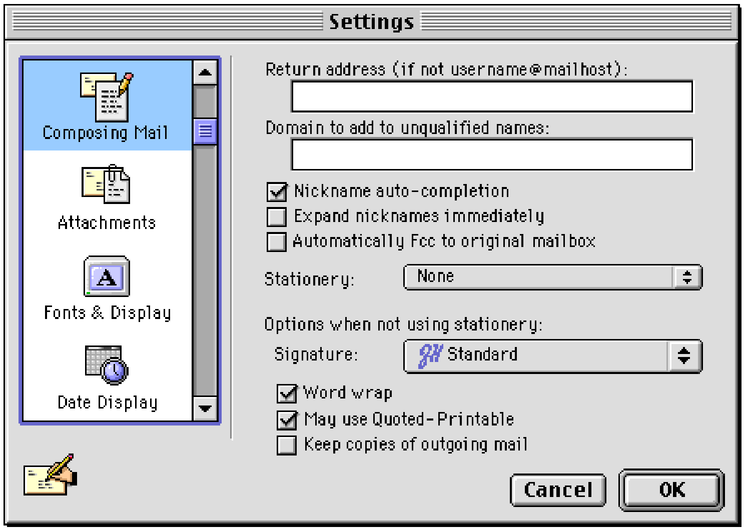
Automatically Fcc to original mailbox [off]. If this is on, replies are automatically copied to the same mailbox that contains the original message. However, this feature does not apply to your **In** box. Fcc stands for folder carbon copy.

Keep copies of outgoing mail [off]. If this is on, a copy of each message you send is kept in the Out mailbox. If this option is off, a copy of each outgoing message is put in the Trash mailbox after the message is sent.

Use separate thread for sending [on]. If this is on, the sending function performs simultaneously with other Eudora functions. For example, if this setting and the **Use background threading** setting in the Checking Mail Settings are both turned on, you can send, receive, and compose messages all at the same time.

Composing Mail

The Composing Mail Settings determine what Eudora features are available to you when composing messages.



Return address (if not username@mailhost):

Domain to add to unqualified names:

☑ Nickname auto-completion
☐ Expand nicknames immediately
☐ Automatically Fcc to original mailbox

Stationery: None

Options when not using stationery:

Signature: Standard

☑ Word wrap
☑ May use Quoted-Printable
☐ Keep copies of outgoing mail

Composing Mail Settings

Return address (if not username@mailhost) [blank]. This field is carried over from the Getting Started and Sending Mail Settings panels.

Domain to add to unqualified names [blank]. This field is carried over from the Sending Mail Settings panel.

Nickname auto-completion [on]. If this on, a name you enter in the **To:**, **Cc:** or **Bcc:** field of a new message composition window appears in boldface type if a nickname for this name exists in your Address Book. Eudora completes the nickname and address for you.

Expand nicknames immediately [off]. If this is on, nicknames you type in the recipient header fields (**To:**, **Cc:**, and **Bcc:**) are replaced with the real addresses when you switch fields.

Automatically Fcc to original mailbox [off]. This field is carried over from the Sending Mail Settings panel.

Stationery [None]. Select a stationery file from the popup, or select **None** for no stationery. If a stationery file is selected, that file is used when you open new messages (except with the **Redirect** or **Send Again** commands under the **Message** menu). The icon bar in the message window is set according to how the stationery message was saved, regardless of the settings under **Options when not using stationery** in this panel. However, you can always change these options from the icon bar after you open the new message.

Options when not using stationery. The values you choose for the following options apply only when you are not using stationery; that is, when the **Stationery** popup, above, is set to **None**. If, on the other hand, you have selected a stationery file in that popup, then the values below are ignored. Instead, Eudora sets the icon bar of the new message according to how the stationery message was saved. Thus, for example, if you choose stationery that uses an **Alternate** signature and you set the **Signature** popup below to a **Standard** signature, your **Alternate** signature will be used in the new message created from the stationery file.

Signature [Standard]. Select a signature from the popup, or select **None** for no signature. If you select a signature, Eudora automatically attaches that signature to the end of outgoing messages from your Dominant account. You can override this setting with the **Signature** popup in the composition window. See “Using Signatures” on page 46. Click the page number to display the topic.

Word wrap [on]. If this is on, a carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly recommended that you leave this option on.

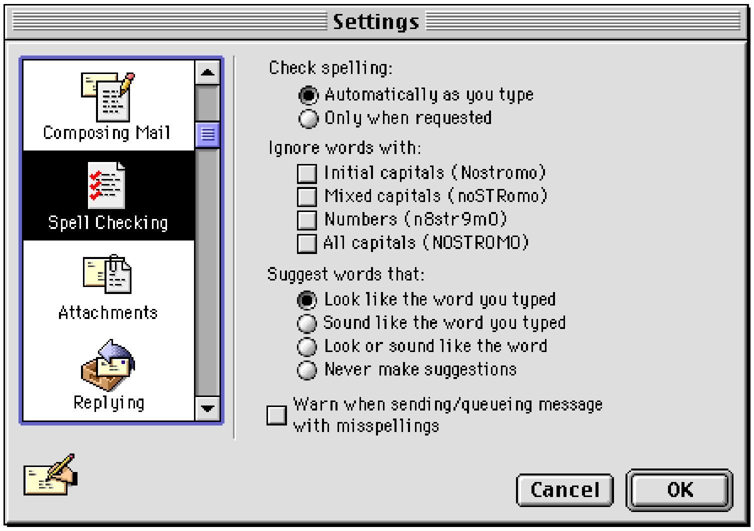
May use Quoted-Printable [on]. If this is on, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain long lines of text or special characters. If this option is off, quoted-printable encoding is never used. We recommend that you leave this option on.

Keep copies of outgoing mail [off]. This field is carried over from the Sending Mail Settings panel.

Spell Checking

The Spell Checking Settings control the behavior of Eudora’s built in spelling checker. You can check the spelling in message composition windows, text files, and signature files. For more information, see “Checking Your Spelling” on page 58. Click the page number to display the topic.

Note. For users who wish to continue using the Spellswell spelling checker software that came with earlier versions of Eudora: The Spell Checking Settings apply only to Eudora’s built in spelling checker, not to Spellswell.



Check spelling:
- ● Automatically as you type
- ○ Only when requested

Ignore words with:
- ☐ Initial capitals (Nostromo)
- ☐ Mixed capitals (noSTRomo)
- ☐ Numbers (n8str9m0)
- ☐ All capitals (NOSTROMO)

Suggest words that:
- ● Look like the word you typed
- ○ Sound like the word you typed
- ○ Look or sound like the word
- ○ Never make suggestions

☐ Warn when sending/queueing message with misspellings

The Spell Checking Settings

Check spelling [Automatically as you type]. If **Automatically as you type** is on, Eudora checks your spelling as you are typing within a message, a text file, or a signature file. As you type, spelling errors are highlighted in red text and red underlining. You can make corrections at the moment or later, when you are finished typing the message. If **Only when requested** is on, then Eudora checks your spelling only when you select **Edit>Spelling>Check Spelling**, or its associated shortcut or toolbar button—or when you send or queue the message, if the **Warn when sending/queueing message with misspellings** option is turned on in this settings panel.

Ignore words with. These options control whether Eudora's spelling checker checks or ignores certain common classes of words during a spelling check.

> **Note.** The spelling checker always ignores quoted text. Quoted text, also called excerpted text, is normally preceded by continuous excerpt bars, also known as side-bars, on the left—one bar for each level of quote. Eudora assumes that this text was originally from another message, and therefore does not need to be checked.

Initial capitals (Nostromo) [off]. If this is on, the spelling checker ignores any word that begins with a capital letter, such as a proper name. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Mixed capitals (noSTRomo) [off]. If this is on, the spelling checker ignores any word that contains a mixture of uppercase and lowercase characters. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Numbers (n8str9m0) [off]. If this is on, the spelling checker ignores any word that contains numbers. If this is off, the spelling checker checks all such words against the spelling dictionaries.

All capitals (NOSTROMO) [off]. If this is on, the spelling checker ignores any word that contains all capital letters, such as an acronym. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Suggest words that [Look like the word you typed]. These options determine the kinds of suggestions offered by Eudora's Spelling Dictionaries for the correct spelling of a word that is marked as misspelled during a spelling check. The suggested words appear on both the **Edit>Spelling** submenu and (if available) the **Control** key context popup menu. Only one of these options can be selected at a time.

Look like the word you typed [on]. If this is on, then Eudora suggests replacement words that are typographically similar to the word marked as misspelled.

Sound like the word you typed [off]. If this is on, then Eudora suggests replacement words that are phonetically similar to the word marked as misspelled.

Look or sound like the word [off]. If this is on, then Eudora suggests both look-alike and sound-alike replacement words for the word marked as misspelled.

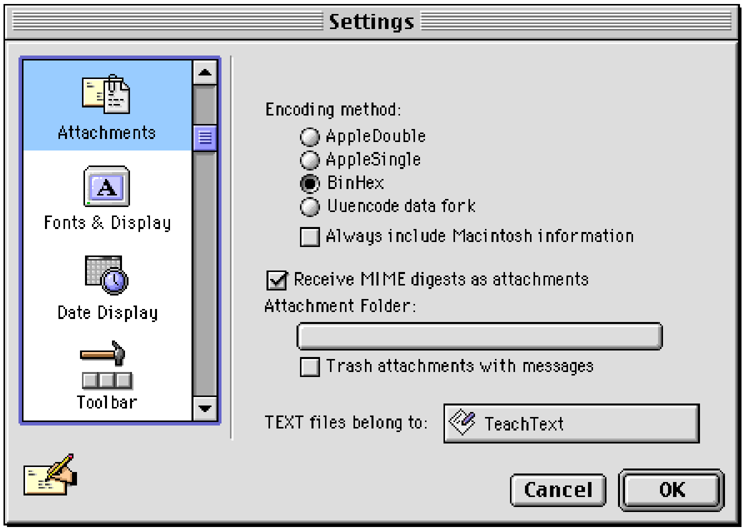
Never make suggestions [off]. If this is on, then Eudora never suggests replacement words for any word marked as misspelled by the spelling checker.

Warn when sending/queueing message with misspellings [off]. If this is on, then when you take an action that sends or queues a message, the message is first checked for spelling errors. If no misspellings are found, the message is sent or queued. But if misspellings are found, the errors are highlighted and an alert appears, giving you the choice of either sending the message as is, with the errors (**Send Anyway**), or correcting the errors before sending (**Cancel**). If this setting is off, then messages are not spell-checked "on the way out"—that is, when sent or queued.

If the warning alert appears and you click **Cancel**, every subsequent attempt to send or queue the message will cause the alert to be displayed until there are no misspellings in the message (or until you click **Send Anyway**).

Attachments

The Attachments Settings determine how Eudora sends and receives attachments.



Encoding method:
○ AppleDouble
○ AppleSingle
● BinHex
○ Uuencode data fork
☐ Always include Macintosh information

☑ Receive MIME digests as attachments
Attachment Folder:
☐ Trash attachments with messages

TEXT files belong to: TeachText

Attachments Settings

Encoding method [BinHex]. This specifies what encoding method to use for attached documents sent with outgoing mail. The options are **AppleDouble**, **AppleSingle**, **BinHex**, and **Uuencode data fork.** To change the method for just the current message, use the **Attachment Type** popup in the outgoing message window. For more details, see “Attaching a File to a Message” on page 55. Click the page number to display the topic.

Always include Macintosh information [off]. If this is on, Macintosh resources and types are included in attachments if they are basic MIME types. It may be advisable to turn this off when sending attachments to non-Macintosh users.

Receive MIME digests as attachments [on]. If this is on, MIME digests are converted to Eudora mailboxes. If this is off, MIME digests will be displayed as a single long message.

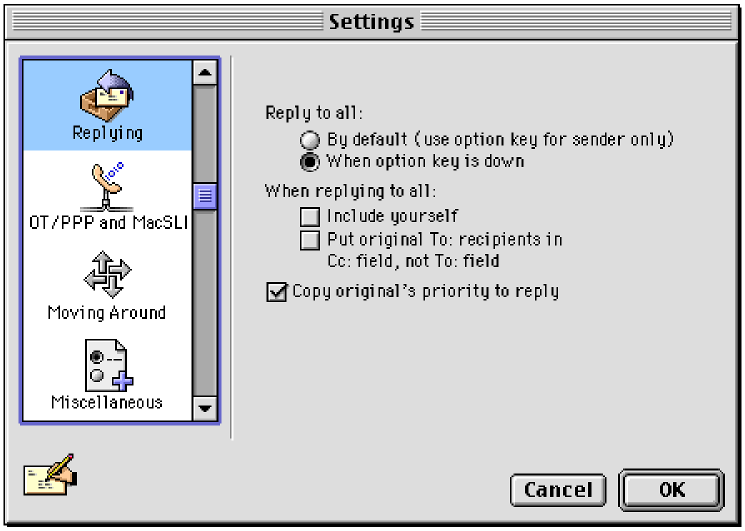
Attachment Folder [blank]. This option lets you specify the folder in which Eudora should place incoming attachments when they are received. To specify an attachment folder, click the folder name button. A dialog appears prompting you to select a folder. If you do not select an attachment folder, Eudora stores your incoming attachments in the **Attachments Folder** in your **Eudora Folder**, contained in your System Folder.

Trash attachments with messages [off]. If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted. The attachment must still be in the folder defined as the Attachment Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this option off.

TEXT files belong to [TeachText]. This specifies what application is used to open text files. When you choose the **File>Save As...** command, Eudora creates a Macintosh document that is saved for the application named in this field. That way, when you double-click on the saved file, this application is used to open it. You may want to set this option to your favorite word processing program. To change the application, click on the application name button. A dialog appears letting you select an application.

Replying

The Replying Settings determine how replies are created.



Reply to all:
○ By default (use option key for sender only)
● When option key is down
When replying to all:
☐ Include yourself
☐ Put original To: recipients in Cc: field, not To: field
☑ Copy original's priority to reply

The Replying Settings

Reply to all [When option key is down]. This specifies under what circumstances a reply goes to everyone in the original message. If **Reply to all By default (use option key for sender only)** is turned on, then the **Reply To All** command appears under the **Message** menu, and a normal reply is addressed to the sender and all the recipients of the original message. In this case you can hold down the **Option** key to create a reply to just the sender. If **Reply to all When option key is down** is turned on, then the **Reply** command appears under the **Message** menu, and a normal reply is addressed only to the sender of the original message. In this case you can hold down the **Option** key to create a reply addressed to the sender and all the recipients of the original message.

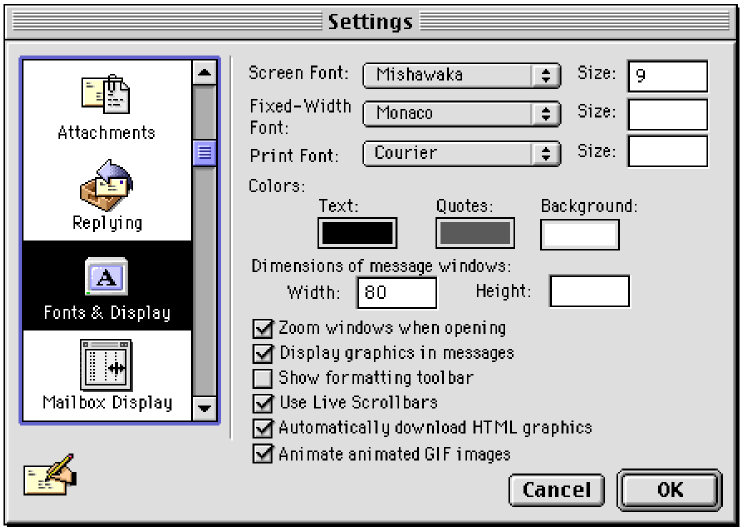
When replying to all [off, off]. This specifies other particulars of addressing a reply-to-all message. If **Include yourself** is on, then when you **Reply to all** (as described above), your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off, your address is removed from the reply message and you do not receive a copy of the reply. If **Put original To: recipients in Cc: field, not To: field** is on, the addresses of the original message recipients are moved from the **To:** field to the **Cc:** field of the reply-to-all message. Only the address of the original sender is placed in the **To:** field. If this option is off, all of the addresses are placed in the **To:** field of the reply message.

> **Note.** To determine who you are for the **Include yourself** option, Eudora uses the “me” nickname, if you have created one for yourself in your Address Book. If you do not have a “me” nickname, Eudora uses the contents of the **Username**, **Mail Host**, and **Return address** fields from your Getting Started Settings.

Copy original’s priority to reply [on]. If this is on, your replies use the same priority as the original message.

Fonts & Display

The Fonts & Display Settings determine how Eudora displays windows and text.



Screen Font: Mishawaka Size: 9

Fixed-Width Font: Monaco Size:

Print Font: Courier Size:

Colors:

Text: ■ Quotes: ▨ Background: □

Dimensions of message windows:

Width: 80 Height:

☑ Zoom windows when opening

☑ Display graphics in messages

☐ Show formatting toolbar

☑ Use Live Scrollbars

☑ Automatically download HTML graphics

☑ Animate animated GIF images

The Fonts & Display Settings

Note. For each of the following three options, select the desired font from the popup and type the point size in the text box.

Screen Font, Size [Mishawaka, 9]. These options specify the font and point size to be used for text displayed in message windows (incoming and outgoing), mailbox windows (message summaries and the preview pane), and Search windows (message summaries and the preview pane in the Results panel).

Fixed-Width Font, Size [Monaco, blank]. These options specify the font and point size to be used for text displayed in open incoming messages when you click the **Fixed Width** button on the icon bar of the open message window. Be sure to select a fixed-width (monospaced) font from the popup, rather than a proportional font. For more details, see "The Incoming Message Window" on page 71. Click the page number to display the topic.

Print Font, Size [Courier, blank]. These options specify the font and point size to be used for printed text in messages you print using the **File** menu **Print...** command and its variants (**Print One Copy**, **Print Selection...**).

Colors. To change the colors for each of these options, click on the color area and select the new color using the Macintosh color picker that appears. (If you are given the choice of multiple color pickers, select the one you want.)

Text [black]. This specifies the color to be used for text displayed in Eudora messages, mailbox windows, and Search windows.

Quotes [gray]. This specifies the color to be used for displaying quoted (excerpted) text in replies. The **Quotes** color is an additional visual cue that helps you and your correspondents distinguish quoted text from the new text you type.

Background [white]. This specifies the background color to be used in Eudora messages, mailbox windows, and Search windows. Be sure that the color you select here provides a sufficient contrast to the new and quoted text colors so that you can read your text.

Dimensions of message windows:

Width [80]. This specifies the width, in characters, of new message windows and received message windows when you open them. If you leave this field blank, Eudora uses the default value of 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns if the **Word wrap** setting is turned on in the Composing Mail Settings or on the icon bar of the outgoing message. If **Word wrap** is turned off, the message text flows to fit the width of the recipient's window.

> **Note.** If you use a proportional font for your **Screen Font**, Eudora sets the window width based on the width of the "0" character.

Height [blank]. This specifies the height, in lines, of new message windows and received message windows when you open them. If you leave this field blank, Eudora uses a default value of 20.

> **Note.** If the **Zoom windows when opening** option is turned on, then when you open a received message, the window height is automatically adjusted to the height of the message text.

Zoom windows when opening [on]. If this is on, mailbox windows and message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For mailbox windows, zoomed size is just wide enough to display the widest summary, and just long enough to display all the summaries, or all the summaries and the message preview pane—but in any event no longer than the Macintosh display screen. (The default preview pane is 12 lines high.) For message windows, zoomed size is just long enough to display all of the message (but no longer than the Macintosh display screen), and as wide as the **Width** setting in this panel. Composition windows zoom to the height specified by the **Height** setting (20 if blank).

Display graphics in messages [on]. This option controls the way Eudora displays graphics that are either inserted into the body of a message or attached to the message as an attachment file. If this setting is on, Eudora displays both inserted graphics and graphics attachments as pictures in the open incoming message window and in the message preview pane in mailbox windows and Search windows. If this setting is off, Eudora displays inserted graphics as icons, and displays graphics attachments as name-and-icon pairs. Also see the **Automatically download HTML graphics** option below.

Show formatting toolbar [off]. If this is on, the formatting toolbar appears by default in new message windows. This toolbar lets you easily format text styles in new messages. If this is off, the formatting toolbar is hidden by default in new message windows. You can turn this toolbar on and off in the current message by clicking the formatting toolbar icon on the icon bar.

Use Live Scrollbars [off]. If this is on, then as you drag the slider (scroll box) in a scroll bar in a Eudora window, the contents of the window scrolls smoothly through the window. If this is off, then as you drag the slider, the contents of the window do not move, and when you release the slider, the window is updated to show the contents at the new position.

Automatically download HTML graphics [on]. If this setting is on, then when you open an incoming message containing HTML graphic images—someone has sent you a web page from their browser, for example—the graphic files are immediately transferred from the web to your Macintosh, so you can see the pictures right in the open message. The same holds true if you display the message in the preview pane. Note that you must be online (connected to the Internet) at the time you open or preview the message for the graphic files to be downloaded from the web. If this setting is off, the HTML graphic files are not downloaded when you open or preview the message, and each HTML graphic image appears instead as a broken-graphic icon. You can download the graphics at any time by opening the message and clicking the **Get HTML Graphics** button on the icon bar of the open message window (provided you're online).

Note that turning this setting off does *not* affect HTML graphic files already downloaded to your computer. That is, even if you turn this setting off, HTML graphics that are already downloaded will still appear as pictures in the open message or preview pane, rather than as broken-graphic icons.

Your correspondents can send you web pages via email using **Send-** or **Send Page**-like commands from their Web browsers, such as **File>Send Page** in Netscape Navigator, and **File>Send>Page By Email** in Microsoft Internet Explorer.

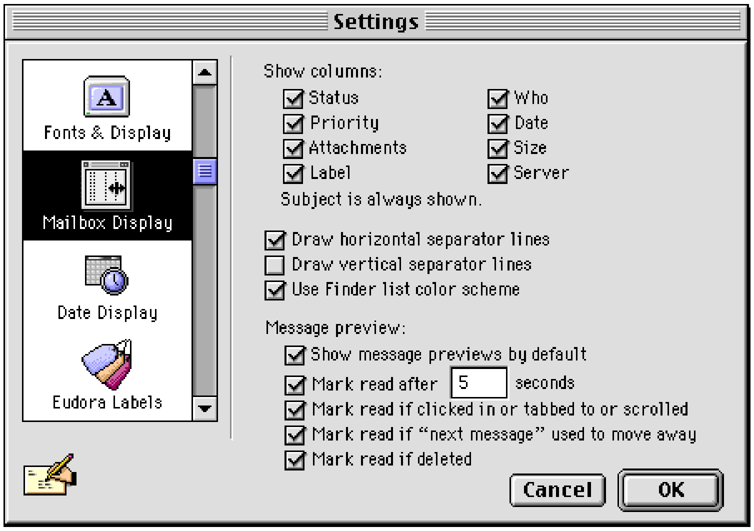
> **Note.** HTML graphic files that are downloaded to your computer via this setting are stored in your **Cache Folder**, which is in the Eudora Folder contained in your System Folder. This Cache Folder is managed the way cache folders are managed in web browser applications. Files continue to be added to the folder and when the folder reaches a certain size, the oldest least-used image files are deleted to make room for new image files. For more details, see "Eudora Folders" on page 267. Click the page number to display the topic.

Animate animated GIF images. Turn this feature on to display animated GIF images embedded in HTML messages.

Mailbox Display

The Mailbox Display Settings control the display of the contents of mailbox windows. These settings determine which columns appear, whether separator lines appear, whether the message preview pane appears by default in all mailbox windows, and the conditions under which previewed messages that are marked "unread" (blue bullet in Status column) are automatically marked "read" (blank Status column).

Note. Search window Results panes appear according to the settings in this panel. For more details, see "Finding and Searching" on page 139. Click the page number to display the topic.



Show columns:

☑ Status ☑ Who
☑ Priority ☑ Date
☑ Attachments ☑ Size
☑ Label ☑ Server

Subject is always shown.

☑ Draw horizontal separator lines
☐ Draw vertical separator lines
☑ Use Finder list color scheme

Message preview:

☑ Show message previews by default
☑ Mark read after 5 seconds
☑ Mark read if clicked in or tabbed to or scrolled
☑ Mark read if “next message” used to move away
☑ Mark read if deleted

The Mailbox Display Settings

Show columns [Status, Priority, Attachments, Label, Who, Date, Size, Server]. Turning on any of these settings (all are on by default) causes the corresponding column to be displayed in mailbox windows. The Subject column is always displayed in mailbox windows. (You can, however, resize the Subject column in a mailbox window so that the column is hidden.)

Draw horizontal separator lines [on]. If this is on, horizontal separator lines appear in mailbox windows, separating message summaries.

Draw vertical separator lines [off]. If this is on, vertical separator lines appear in mailbox windows, separating columns.

Use Finder list color scheme. If this is on, the background color of the Mailbox window will be the same as the Finder’s color.

Message preview. These settings control whether the message preview pane is shown or hidden by default in all mailbox windows, as well as the conditions under which unread messages being previewed are automatically marked read. For more details, see “The Message Preview Pane” on page 115. Click the page number to display the topic.

Show message previews by default [on]. If this is on, then the message preview pane appears by default in *all* mailbox windows. If this is off, then the message preview pane is hidden by default in all mailbox windows. Note that whether this setting is on or off, you can always show or hide the message preview pane in any open mailbox window using the preview pane show/hide button (disclosure triangle) at the bottom left of the message summary list in the mailbox window. The show/hide button affects the display of the preview pane in the current mailbox window only, and no other mailbox windows.

> **Note.** The following four settings apply to any open mailbox window in which the message preview pane is visible, regardless of whether the **Show message previews by default** setting (above) is on or off.

Mark read after ? seconds [on, 5]. If this is on, then an unread message (bullet in Status column, •) that is currently being previewed in the preview pane is marked read (blank in Status column) after the number of seconds entered in the box. If this is off, an unread message being previewed is not marked read after any length of time.

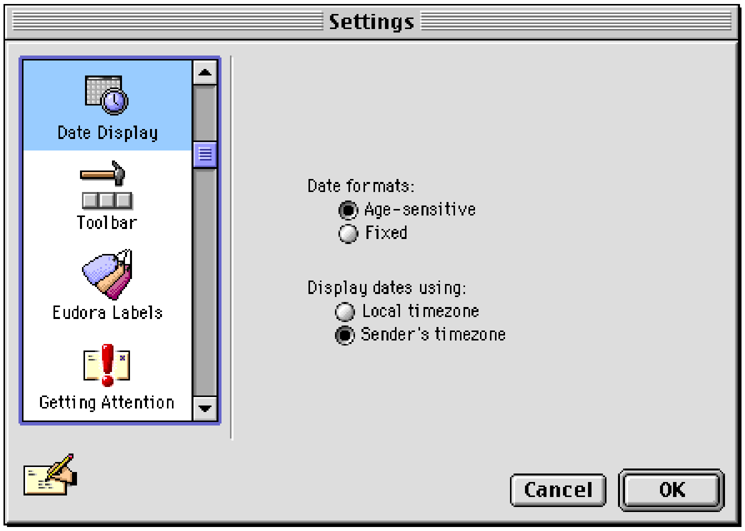
Mark read if clicked in or tabbed to or scrolled [on]. If this is on, then an unread message currently being previewed in the preview pane is marked read if you click in the preview pane, or **Tab** to the preview pane, or operate the preview pane's scroll bar, if one is available. (Each of these actions moves the keyboard focus to the preview pane.) If this is off, clicking in, tabbing to, or scrolling the preview pane will not mark the message read.

Mark read if "next message" used to move away [on]. If this is on, then an unread message currently being previewed in the preview pane is marked read if you move to the next (or previous) message using the modified or unmodified arrow keys as set in the Moving Around Settings. If this is off, then performing such a message switch will not mark the unread message read.

Mark read if deleted [on]. If this is on, then an unread message currently being previewed in the preview pane is marked read if you delete it using one of the normal deletion options (**Message>Delete**, **Delete** key, **Delete** button on toolbar, or **Transfer>Trash**). If this is off, then the message is *not* marked read when deleted. Note that if this setting is on and you delete the unread message currently being previewed, Eudora first marks the message read, *then* deletes it. In this case you will not get a warning if you have Eudora set to warn you when you delete unread messages in the Extra Warnings Settings.

Date Display

The Date Display Settings determine how the date appears in message summaries.



Date formats:
● Age-sensitive
○ Fixed

Display dates using:
○ Local timezone
● Sender's timezone

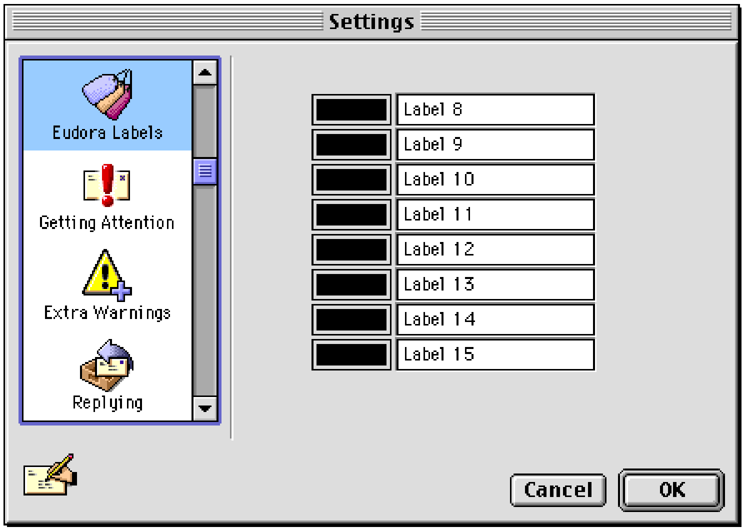
The Date Display Settings

Date formats [Age-sensitive]. This specifies how to display the date. If **Age-sensitive** is selected, messages dated today appear with the time, messages dated within the last six calendar days appear with the day of the week, and messages dated seven calendar days or more ago appear with the date. If **Fixed** is selected, all messages appear with the time and date.

Display dates using [Sender’s timezone]. This specifies what time zone to use. If **Local timezone** is selected, messages appear with your time and date. If **Sender’s timezone** is selected, messages appear with the sender’s time and date.

Eudora Labels

The Eudora Labels Settings determine the additional labels that are available for messages. Eudora supports up to 15 labels. The first seven labels are Macintosh labels. You can change the names and colors for these labels in the **Edit>Preferences...** dialog, displayed from the Finder, if you're on a Mac OS 8.x system, or in the **Macintosh Labels** control panel if you're using System 7.x.



Label 8
Label 9
Label 10
Label 11
Label 12
Label 13
Label 14
Label 15

The Eudora Labels Settings

Labels 8 through 15 are the Eudora labels, and you can change the color and title text for each one.

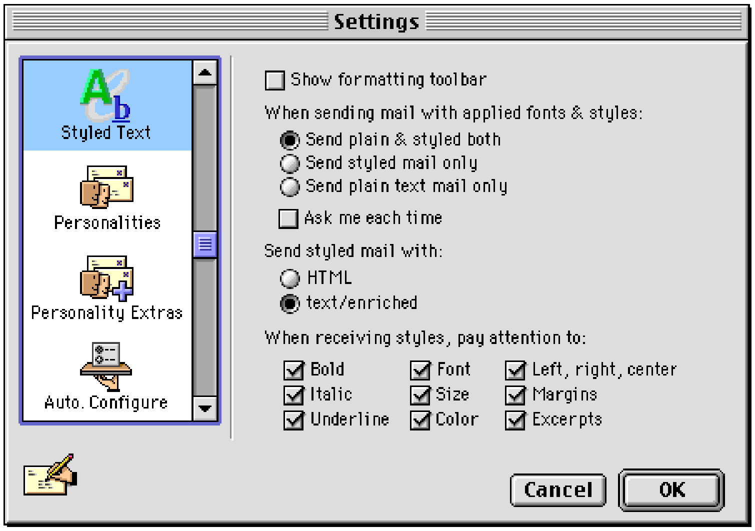
To change a Eudora label title, type the new title in the text field for that label. To change a Eudora label color, click on the color field next to the text field to display the Macintosh color picker in the Apple Color dialog. If multiple color pickers appear, select one. Within a color picker, you can either select from one of the pre-defined colors or create your own custom color.

The default color for all Eudora labels (8 through 15) is black. The default title is **Label n**, where n = 8 through 15.

You can change the label associated with a message to any of the 15 labels, or no label at all, from the **Message>Change>Label** submenu, the **Label** column popup menu in mailbox windows and Search windows, and the **Make Label** filter action in the Filters window. See "Working with Mailboxes" on page 109 and "Organizing Your Messages" on page 123 for more details. Click the page number to display the topic.

Styled Text

The Styled Text Settings tell Eudora when to use style information in outgoing and incoming messages.



☐ Show formatting toolbar

When sending mail with applied fonts & styles:

● Send plain & styled both
○ Send styled mail only
○ Send plain text mail only

☐ Ask me each time

Send styled mail with:

○ HTML
● text/enriched

When receiving styles, pay attention to:

☑ Bold
☑ Italic
☑ Underline
☑ Font
☑ Size
☑ Color
☑ Left, right, center
☑ Margins
☑ Excerpts

The Styled Text Settings

Show formatting toolbar [off]. If this is on, the formatting toolbar appears by default in new message windows. This toolbar lets you easily format text styles in new messages. If this is off, the formatting toolbar is hidden by default in new message windows. You can turn this toolbar on and off in the current message by clicking the formatting toolbar icon on the icon bar. (This setting also appears in the Fonts & Display Settings panel.)

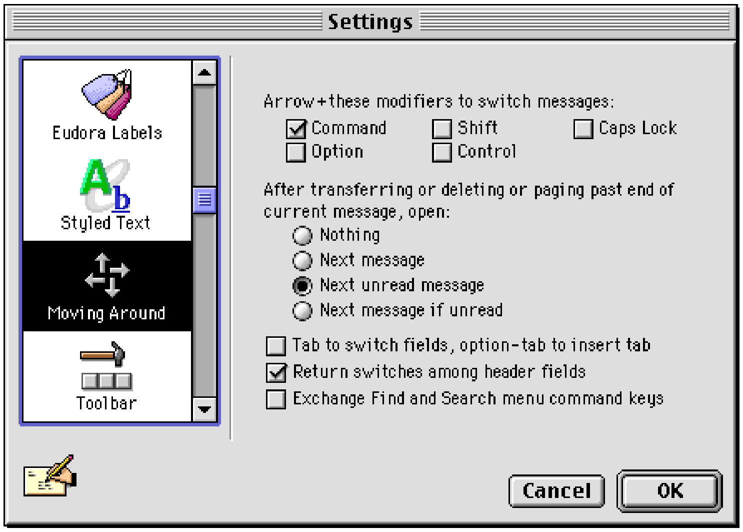
When sending mail with applied fonts & styles [Send plain & styled both]. This specifies how to send a message that contains text styles. Choose **Send plain & styled both** to send the message in both plain text form and styled text form. Recipients whose emailers cannot read styled mail will still be able to read the message in plain text form. Choose **Send styled mail only** to send the message with all style information and *not* also as a plain-text message. Choose **Send plain text mail only** to send the message in plain text form only, with all style information removed. Turn on the **Ask me each time** option (default is off) if you want to be warned when you try to send or queue a message with styled text. When the alert appears, you can choose **Both** (the default) for plain and styled together, or **Plain Only**, or **Styled Only**. If you select **Plain Only**, the style information is not sent with the message.

Send styled mail with [text/enriched]. You can use standard text-editing options to format the text of your outgoing messages or text files. The formatting is delivered to your recipients using one of two Multipurpose Internet Mail Extensions (MIME) formats: the enriched text format (**text/enriched**) or the Hypertext Markup Language format (**HTML**). Enriched text format lets you compose and send messages with different typefonts, sizes, and colors; bold, italic, and underline highlighting; paragraph alignments and indenting; and more. HTML is the text formatting standard used on the World Wide Web by Web browsers and some email applications. Besides allowing you to use enriched text, HTML also lets you create bulleted lists and embed pictures, horizontal rules, and hyperlinks (clickable links to URLs) in the email messages you send. The formatting your recipient sees, however, depends on how well their email software supports these standards.

When receiving styles, pay attention to [Bold, Italic, Underline, Font, Size, Color, Left/right/center, Margins, Excerpts]. If any of these options are on (all are on by default), that style appears in your incoming messages and in the message preview pane (if the sender allows it). “Excerpts” refers to excerpt bars (sidebars) included at the left of quoted text.

Moving Around

The Moving Around Settings determine how you open messages and switch fields in Eudora.



Arrow+these modifiers to switch messages:
☑ Command ☐ Shift ☐ Caps Lock
☐ Option ☐ Control

After transferring or deleting or paging past end of current message, open:
○ Nothing
○ Next message
● Next unread message
○ Next message if unread

☐ Tab to switch fields, option-tab to insert tab
☑ Return switches among header fields
☐ Exchange Find and Search menu command keys

The Moving Around Settings

Arrow+these modifiers to switch messages [Command]. If any of these are on and there is a message window open, you can hold down any of the keys you have selected and use the Macintosh keyboard arrows to close the current message and open the next or previous message in the mailbox. This works the same if the keyboard focus (i.e., the cursor) is currently in the message preview pane in a mailbox window. In either case, the up and left arrow keys open the previous message, and the down and right arrow keys open the next message. Also if any of these are on, you can use the arrow keys by themselves to move the insertion point in messages and in the preview pane. If all of these settings are off, you can use the arrow keys by themselves to switch to the next or previous message, whether the cursor is in an open message window or in the message preview pane.

After transferring or deleting or paging past end of current message, open [Next unread message]. This specifies whether to automatically open the next message after you delete or transfer the current message or page past the end of it. **Nothing** means nothing is opened. **Next message** means the next message in the mailbox is always opened. **Next unread message** means the next unread message in the mailbox is always opened (could be way down the list). **Next message if unread** means the very next message in the mailbox is opened but only if it’s unread.

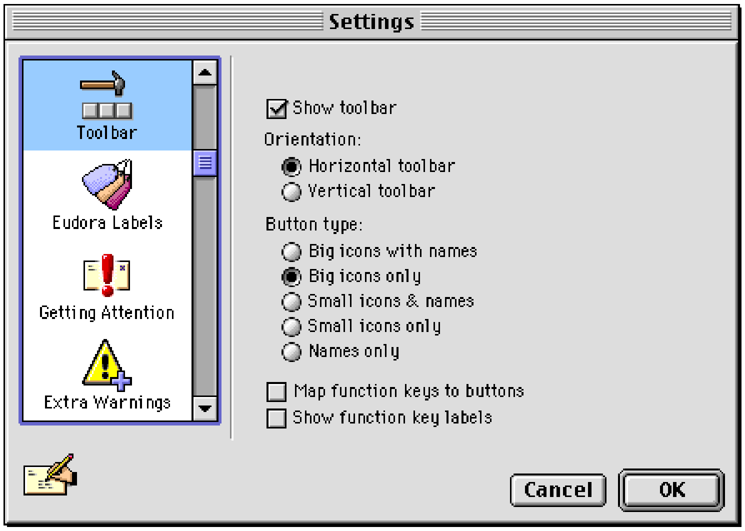
Tab to switch fields, option-tab to insert tab [off]. If this is on and your cursor is in the body of a message, pressing the **Tab** key moves the cursor to the **To** field, and pressing the **Option** and **Tab** keys together inserts a tab at the insertion point. If this option is off and your cursor is in the body of a message, pressing the **Tab** key inserts a tab, and pressing the **Option** and **Tab** keys together moves the cursor to the **To** field.

Return switches among header fields [on]. If this is on, pressing the **Return** key moves the cursor to the next header field in outgoing messages. If this is off, pressing the **Return** key inserts a carriage return into outgoing message headers.

Exchange Find and Search menu command keys [off]. Turn this on if you want to switch the Find menu command key (Command+F) to the Search menu command key (Option+Command+F).

Toolbar

The Toolbar Settings determine how the main toolbar appears.



☑ Show toolbar

Orientation:
- ● Horizontal toolbar
- ○ Vertical toolbar

Button type:
- ○ Big icons with names
- ● Big icons only
- ○ Small icons & names
- ○ Small icons only
- ○ Names only

☐ Map function keys to buttons
☐ Show function key labels

The Toolbar Settings

Show toolbar [on]. If this is on, the main toolbar appears on your desktop.

Orientation [Horizontal toolbar]. This specifies the orientation of the main toolbar: horizontal, at the top of your screen, or vertical, along the left side.

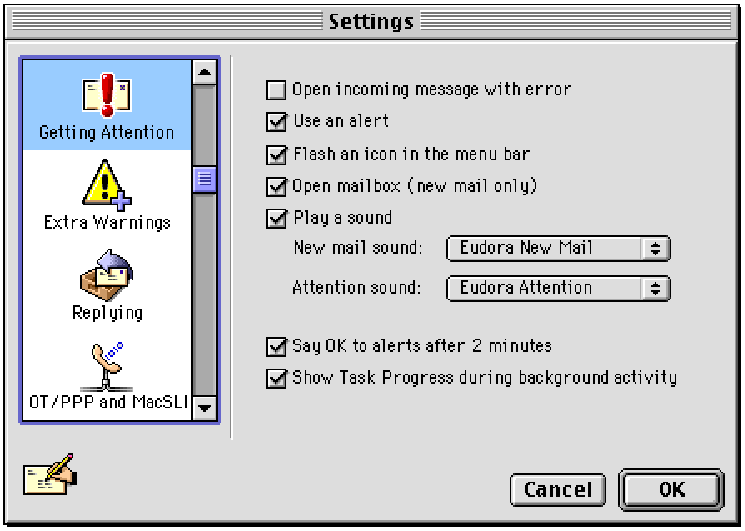
Button type [Big icons only]. This specifies how the button names and icons appear.

Map function keys to buttons [off]. If this is on, the function (**F**) keys mimic the main toolbar buttons.

Show function key labels [off]. If this is on, the function (**F**) key labels appear on the main toolbar, under each button.

Getting Attention

The Getting Attention Settings determine what Eudora does when it delivers you new mail or when it is running in the background and wants your attention.



☐ Open incoming message with error
☑ Use an alert
☑ Flash an icon in the menu bar
☑ Open mailbox (new mail only)
☑ Play a sound
New mail sound: Eudora New Mail
Attention sound: Eudora Attention
☑ Say OK to alerts after 2 minutes
☑ Show Task Progress during background activity

The Getting Attention Settings

Open incoming message with error [off]. If this is on, then when any incoming message with a transport error is opened, you will hear a short beep, and inside the message you will see a red stop sign with an error message notifying you of the problem that occurred during the transport of this message.

Use an alert [on]. If this is on, an alert dialog notifies you when new mail is received.

Flash an icon in the menu bar [on]. If this is on, an icon is flashed in the menu bar when Eudora needs attention. Eudora uses two different icons: a Mail flag when you have new mail, and an envelope with an exclamation point in it for everything else.

The new mail and attention icons

Open mailbox (new mail only) [on]. If this is on, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

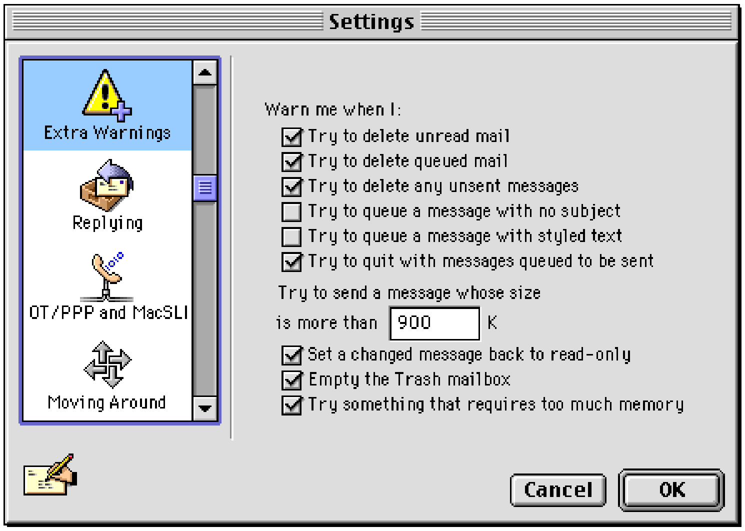
Play a sound [on]. If this is on, a sound is played when Eudora needs attention. There are two different sounds, the **New mail sound** (played when new mail arrives) and the **Attention sound** (played for everything else). Popup menus next to these titles let you select the sound you want from the available sounds on your Macintosh.

Say OK to alerts after 2 minutes [on]. If this is on, any alerts that announce a problem with sending and receiving mail automatically go away after two minutes. Many network problems are temporary, so this allows Eudora to try the communication again. This is most useful if you have automatic mail checking turned on and you are not at your computer.

Show Task Progress during background activity [on]. If this is on, the Task Progress window appears when Eudora is checking and sending mail. For more details on this window, see “Managing Windows in Eudora” on page 183. Click the page number to display the topic.

Extra Warnings

The Extra Warnings Settings determine if you are warned before taking certain actions you might not want to take. Most of the warnings appear with an option to stop that warning from being displayed again. If you choose that option, you can turn the warning back on using the Extra Warnings Settings.



Warn me when I:
☑ Try to delete unread mail
☑ Try to delete queued mail
☑ Try to delete any unsent messages
☐ Try to queue a message with no subject
☐ Try to queue a message with styled text
☑ Try to quit with messages queued to be sent
Try to send a message whose size
is more than 900 K
☑ Set a changed message back to read-only
☑ Empty the Trash mailbox
☑ Try something that requires too much memory

The Extra Warnings Settings

Warn me when I. Eudora will warn you when you attempt to perform any of the checked actions.

Try to delete unread mail [on]. If this is on, you are warned if you try to delete any incoming messages marked with the Unread (•) status.

Try to delete queued mail [on]. If this is on, you are warned if you try to delete any messages that are queued in your Out box with the Queued or Timed Queue status.

Try to delete any unsent messages [on]. If this is on, you are warned if you try to delete any messages in your Out box that are marked with the Sendable (•) status.

Try to queue a message with no subject [off]. If this is on, you are warned if you try to send or queue a message that has an empty Subject field.

Try to queue a message with styled text [off]. If this is on, you are warned if you try to send or queue a message that contains styled text. (You can also use the Styled Text Settings to set several options related to styled text.)

Try to quit with messages queued to be sent [on]. If this is on, you are warned if you try to quit Eudora while you still have messages queued in your Out box with the Queued or Timed Queue status.

Try to send a message whose size is more than ? K [900]. This option is always on, and its use is governed by the number you enter in the text-entry box. Enter a very large number to avoid getting the warning. In any event, you are warned if you try to send a message whose size is greater than the number you enter. You must enter a number between 0 and 1000000 (one million). If you try to make the text field blank, Eudora inserts the default of 900.

Set a changed message back to read-only [on]. If this is on, you are warned if, after editing an incoming message with the Pencil icon, you try to make the message uneditable by either clicking the Pencil icon again or closing the message without first saving your changes.

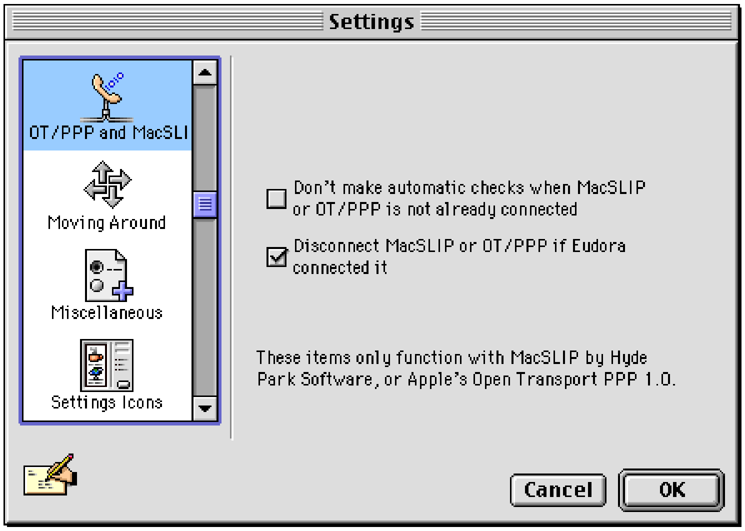
Empty the Trash mailbox [on]. If this is on, you are warned if you try to empty the Trash mailbox, using the **Special>Empty Trash** command or its variants. Once messages are deleted from the Trash, they are completely gone.

> **Note.** If you turn on the above option and you also turn on the **Empty Trash on Quit** option in the Miscellaneous Settings, you will be warned every time you try to quit Eudora while messages are in the Trash mailbox.

Try something that requires too much memory [on]. If this is on, you are warned if you try to do something that might take more memory than you have available.

OT/PPP and MacSLIP

The OT/PPP and MacSLIP Settings determine what Eudora does when you are connecting to your service provider using MacSLIP from Hyde Park Software or Apple’s Open Transport PPP 1.0. Normally, when Eudora or any other application tries to make a connection, MacSLIP or OT/PPP will automatically dial your provider and establish a connection. This connection remains open until you close it or a timeout period elapses. The settings below modify this behavior.



☐ Don't make automatic checks when MacSLIP or OT/PPP is not already connected

☑ Disconnect MacSLIP or OT/PPP if Eudora connected it

These items only function with MacSLIP by Hyde Park Software, or Apple's Open Transport PPP 1.0.

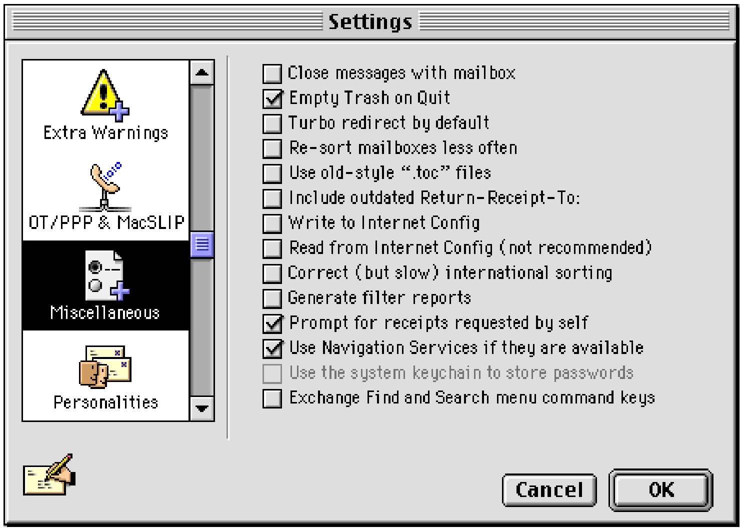
The OT/PPP and MacSLIP Settings

Don't make automatic checks when MacSLIP or OT/PPP is not already connected [off]. If this is on, Eudora does not check mail automatically unless your MacSLIP or OT/PPP connection is currently running (this avoids unnecessary connections to your service provider).

Disconnect MacSLIP or OT/PPP if Eudora connected it [on]. If this is on, MacSLIP or OT/PPP disconnects at the end of a mail check when it was connected by Eudora, but it does not disconnect at the end of a mail check when it was connected by another application. If this option is off, MacSLIP or OT/PPP will not automatically disconnect at the end of a mail check, even if it was connected by Eudora. Use this option to minimize the time you are connected to your service provider.

Miscellaneous

The Miscellaneous Settings control other assorted Eudora functions that are not otherwise categorizable.



☐ Close messages with mailbox
☑ Empty Trash on Quit
☐ Turbo redirect by default
☐ Re-sort mailboxes less often
☐ Use old-style ".toc" files
☐ Include outdated Return-Receipt-To:
☐ Write to Internet Config
☐ Read from Internet Config (not recommended)
☐ Correct (but slow) international sorting
☐ Generate filter reports
☑ Prompt for receipts requested by self
☑ Use Navigation Services if they are available
☐ Use the system keychain to store passwords
☐ Exchange Find and Search menu command keys

The Miscellaneous Settings

Close messages with mailbox [off]. If this is on, closing any mailbox window (except Out) also closes all the open messages from that mailbox.

Empty Trash on Quit [on]. If this is on, the Trash mailbox is emptied when you quit Eudora. If this is off, the Trash is only emptied when you select the **Special>Empty Trash** command or one of its variants.

Turbo redirect by default [off]. If this is on and you select a recipient from the **Turbo Redirect To** submenu under the **Message** menu, a redirected message is created with the specified recipient, the message is queued, and the original message is deleted. You can hold down the **Option** key to do a regular **Redirect**, or hold down the **Shift** key to suppress deletion of the original message.

Re-sort mailboxes less often [off]. If this option is on, mailboxes are only sorted when they are opened or mail is added to them.

Use old-style ".toc" files [off]. If this is on, each mailbox stores its table of contents in a "mailbox.toc" file, instead of in its resource fork, the latter being the default in 3.0 and later versions of Eudora. If you have upgraded to version 3.0 or later, this is automatically on. You should turn this off at some point so that your mailboxes convert to using resource forks.

With this option, each mailbox is converted as it is used. To convert your mailboxes all at once (either to .toc files or to resource forks), use the TOC converters provided with Eudora. The TOC README file explains the differences between the two formats and how to use the TOC converters.

Convert Hesiod names to lower-case [on]. If this is on, Hesiod results are converted to lower-case, except for user names.

> **Note.** Hesiod, developed at MIT under Project Athena, is server software that provides Eudora with the name of your mail server. Hesiod is used at few sites. (Trivia: The software is named after Hesiod, an ancient Greek poet who lived around the time of Homer and is best known for his two epic poems the *Theogony* and the *Works and Days*.)

Include outdated Return-Receipt-To: [off]. If this is off, Eudora uses the "Disposition-Notification-To:" header in return receipt requests to request that you be sent a notification when your message appears by the recipient. If this is on, Eudora also sends the "Return-Receipt-To:" header in return receipt requests. This header is understood by some older mail delivery systems, and may return you a receipt when your message is delivered to your recipient's mailbox. The "Return-Receipt-To:" header cannot give you any information about whether or not your recipient displayed your mail, and is not supported by many newer mail delivery systems.

Write to Internet Config [off]. If this is on, preferences are written to Internet Config. Internet Config is not supported, so this is not recommended.

Read from Internet Config (not recommended) [off]. If this is on, preferences are read from Internet Config. Internet Config is not supported, so this is not recommended.

Correct (but slow) international sorting [off]. If this is on, slower but internationally correct string comparisons are used.

Generate filter reports [off]. If this is on, a filter report is generated when messages are filtered from the **In** mailbox.

Prompt for receipts requested by self [on]. If this is on, if you request a return receipt in an outgoing message and you include yourself as a recipient, then when you receive the incoming message, you are asked to respond to the request. If this is off, you are not asked to respond to the request. This setting does not affect whether your other recipients get the request. They will always get the request in a return-receipt message provided they have a compatible mailer.

> **Note.** To determine who you are for the above option, Eudora uses the "me" nickname, if you have created one for yourself in your Address Book. If you do not have a "me" nickname, Eudora uses the contents of the **Username**, **Mail Host**, and **Return address** fields from your Getting Started Settings.

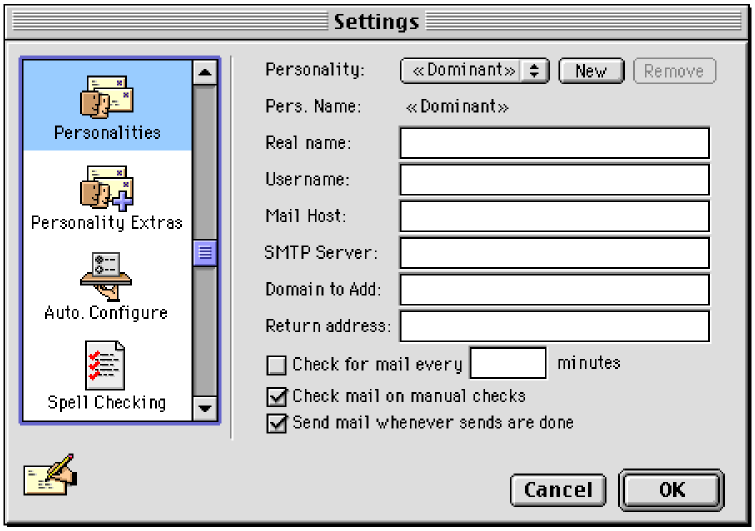
Use Navigation Services if they are available [on]. If this is on, then Eudora will use the new, fancier Navigation Services dialogs for opening and saving files, rather than the older-style dialogs. To use this option you must have Navigation Services version 1.1 or better installed on your machine.

Exchange Find and Search menu command keys [off]. Turn this on if you want to switch the Find menu command key (Command+F) to the Search menu command key (Option+Command+F).

Personalities

The Personalities Settings, along with the Personality Extras Settings, are used to define the necessary information for your multiple email personalities.

Note. For more details, see “Using Personalities (Multiple Email Accounts)” on page 37. Click the page number to display the topic.



Personality: «Dominant»
Pers. Name: «Dominant»
☐ Check for mail every minutes
☑ Check mail on manual checks
☑ Send mail whenever sends are done

The Personalities Settings

Personality [«Dominant»]. The popup menu in this field lists your multiple personalities. Your **Dominant** personality is your primary email account. It’s the one Eudora uses when you don’t specify otherwise, and the one that’s associated with all mail stored before you began using multiple personalities.

The **New** button lets you create a new personality. The **Remove** button lets you delete the personality currently selected in the popup. You cannot delete your Dominant personality, however.

To set the remaining options in this panel for a personality, just make sure that personality is selected in the popup. Most of the settings for the Dominant personality are also reflected in other Settings categories, such as Getting Started, Hosts, Checking Mail, and Sending Mail. If you change those settings here, they are changed in all other Settings categories in which they appear.

Pers. Name [«Dominant»]. This stands of course for Personality Name. This is the familiar name by which you choose to refer to this personality. For your Dominant personality, this field is display-only, showing «**Dominant**», and cannot be changed. For an alternate (non Dominant) personality, this field is a text entry field. Enter the name you wish to assign to the alternate personality: for example, **Jim at Home**. This name appears in all places in Eudora where personality names are listed, such as on the **Message>Change>Personality** submenu, in the Personalities window (**Window>Personalities**), and on the **Personality** popups displayed with the **From** field of new message windows, the **Make Personality** filter action, and the Search window **Personality** search target.

> **Note.** Eudora uses the Personality Name to mark your mail for that personality. If you change the name of the personality, you break the link between the mail and that personality. As a result, mail that had been associated with the old personality name is now assigned to the Dominant personality. If you reestablish the name for the personality, or create a new personality with that name, the messages are reassigned to the personality. But in general, we recommend that you choose personality names wisely, and only change names if it is absolutely necessary.

Note. For additional details on the remaining fields below, see “Getting Started” on page 229. “Hosts” on page 231, “Checking Mail” on page 233, and “Sending Mail” on page 237. Click the page number to Display the topic.

Real name [blank]. Enter the real name you wish to assign to this personality (generally a first and last name). This name is used in the **From** field of all outgoing mail for this personality.

Username [blank]. Enter the email name for this personality’s account on the associated incoming mail server (**Mail Host**, below).

Mail Host [blank]. Enter the name of the host computer that runs the incoming (POP or IMAP) mail server that receives this personality’s incoming mail.

SMTP Server [blank]. Enter the name of the outgoing (SMTP) mail server for this personality. If the **Mail Host** you enter above also runs an SMTP server, you can leave this field blank.

Domain to Add [blank]. Enter the domain name you want Eudora to automatically add to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn’t have an “@” sign followed by a domain name. For example, if you enter `@myfirm.com` in this field and address a message from this personality to `jim` (assuming you do not have a `jim` nickname in your Address Book), Eudora addresses the message to `jim@myfirm.com`. See “Sending Mail” on page 237 for more details. Click the page number to display the topic.

Return address [blank]. The return email address used in outgoing messages and recipients’ replies for this personality, if this address is different from the personality’s incoming mail account (`username@mailhost`).

Check for mail every ? minutes [off, blank]. If this is on and you enter a number in the box, then mail is automatically checked for this personality at the specified interval. If this is off, no automatic mail checking takes place for this personality (even if a number is in the box).

> **Note.** We recommend a minimum mail-checking interval of 15 minutes.

You can have different mail checking intervals for different personalities. However, if automatic mail checking is set for your Dominant personality, then the **File>Check Mail** command reflects the time of the next check for the Dominant personality.

Check mail on manual checks [on]. If this is on, then each time you do a manual check for mail, by selecting **File>Check Mail**, mail is checked for this personality. If this is off, manual mail checks do not check mail for this personality. (You can also perform manual mail checks for one or more selected personalities from the Personalities window, **Window>Personalities**, using the **Check Mail** button.)

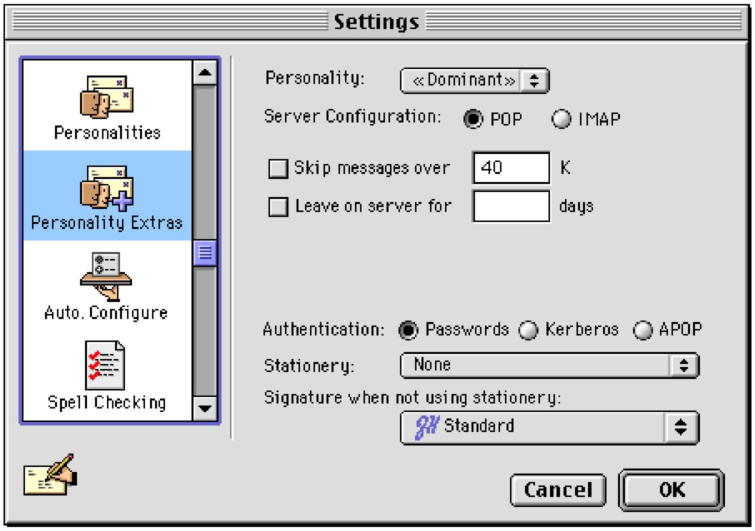
> **Note.** To turn off all mail checking for the selected personality, turn off both the **Check for mail every ? minutes** option and the **Check mail on manual checks** option.

Send mail whenever sends are done [on]. If this is on, queued mail for this personality is sent whenever Eudora sends queued mail. However, timed queue messages—those marked with a clock icon in the Status column of the Out mailbox—are sent subject to their time specifications. If this option is off, queued mail for this personality is not sent when Eudora sends queued messages, and you must send such mail manually.

Personality Extras

The Personality Extras Settings supplement the Personalities Settings in defining your alternate email accounts.

Note. The display of some of the fields in this settings panel depends on what you choose in the **Server Configuration** field: **POP** or **IMAP**. Below, we first list the fields common to both server configurations, then list the fields particular to each server configuration, POP and then IMAP.



Personality: «Dominant»

Server Configuration: ● POP ○ IMAP

☐ Skip messages over 40 K

☐ Leave on server for days

Authentication: ● Passwords ○ Kerberos ○ APOP

Stationery: None

Signature when not using stationery: Standard

The Personality Extras Settings (POP server)

Personality [«Dominant»]. The popup menu lists your multiple email personalities. Your **Dominant** personality is your primary email account. It's the one Eudora uses when you don't specify otherwise, and the one that's associated with all mail stored before you began using multiple personalities.

To set the remaining options in this panel for a personality, just make sure that personality is selected in the popup. Most of the settings for the Dominant personality are also reflected in the Checking Mail and Composing Mail Settings categories. If you change those settings here, they are changed in the other Settings categories in which they appear.

Stationery [None]. From the popup, select a default stationery file to use for this personality, or select **None** for no default stationery. If a stationery file is selected, that file is used when you open new messages for this personality (except with the **Redirect** or **Send Again** commands under the **Message** menu). The icon bar in the message window is set according to how the stationery message was saved, regardless of any other settings in the Settings dialog. However, you can always change these options from the icon bar after you open the new message. See “Composing Mail” on page 238 for more details. Click the page number to display the topic.

Signature when not using stationery [Standard]. This popup sets the default signature to use for this personality when you are not also using stationery for the personality—that is, when the **Stationery** popup (above) is set to **None**. If you have selected a default stationery file for this personality in the **Stationery** popup above, then the signature that was saved with that stationery message file will override your selection in this **Signature** popup.

From the popup, select a default signature to use for this personality, or select **None** for no default signature. If you select a signature, Eudora automatically attaches that signature to the end of outgoing messages for this personality.

Server Configuration [POP]. Your selection in this field determines whether some of the other fields in this Settings panel appear. You should select the option that corresponds to the protocol used by your incoming mail server for this personality. See “Checking Mail” on page 233 for more details. Click the page number to display the topic. Below we discuss the fields that appear when you choose each type of server configuration.

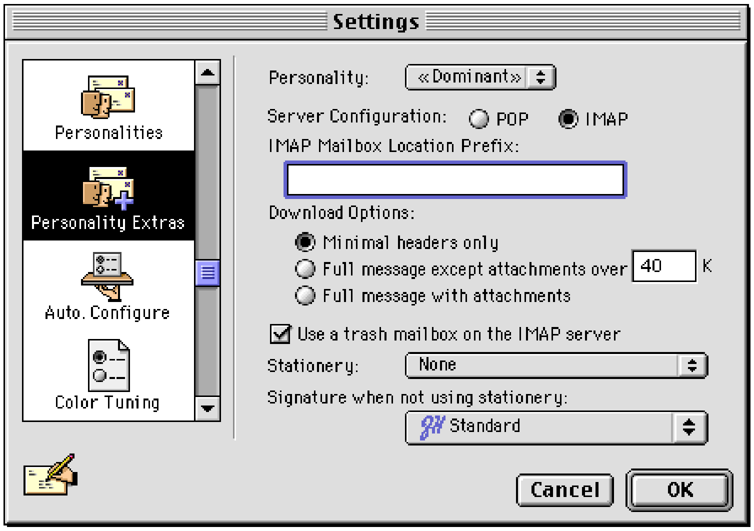
When Server Configuration = POP:

> **Note.** For further information, see “Managing Your Mail on the POP Server” on page 80. Click the page number to display the topic.

Skip messages over ? K [off, 40]. If this is on and a number is entered in the field, incoming messages for this personality that are over the specified size are downloaded only in part. These messages include the first few lines, along with a statement that says the message is not complete. This can be useful on slow connections.

Leave on server for ? days [off, blank]. If this is on and a number is entered in the field, Eudora copies incoming messages for this personality to your Macintosh and leaves the message on the POP server for the specified number of days. If you leave the box blank, your mail is left on the server indefinitely. If this option is off, mail for this personality is deleted from the POP server after it is transferred to your Macintosh.

Authentication [Passwords]. This specifies which POP authentication technology to use for this personality: **Passwords**, **Kerberos**, or **APOP**. Ask your email Administrator which one to specify for this personality.



Personality: «Dominant»

Server Configuration: ○ POP ● IMAP

IMAP Mailbox Location Prefix:

Download Options:

● Minimal headers only
○ Full message except attachments over 40 K
○ Full message with attachments

☑ Use a trash mailbox on the IMAP server

Stationery: None

Signature when not using stationery: Standard

The Personality Extras Settings (IMAP server)

When Server Configuration = IMAP:

> **Note.** For further information, see “Managing Your Mail on the IMAP Server” on page 84. Click the page number to display the topic.

IMAP Mailbox Location Prefix [blank]. This tells Eudora where to look for your mail on the incoming IMAP mail server for this personality. Normally you enter a directory location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email Administrator or your ISP. You might not have to enter anything here.

Download Options [Minimal headers only]. When you check mail for this IMAP personality, these options (you can only choose one) tell Eudora how much of each incoming message to download from the IMAP server to your Macintosh. You can download just the essential headers, or, alternately, the entire message and any attachments under a specified size.

Minimal headers only [on]. If this option is on, only a limited set of message headers, and nothing else, is downloaded for each incoming IMAP message for this personality. For more details, see “Checking Mail” on page 233. Click the page number to display the topic.

Full message except attachments over ? K [off, 40]. If this option is on and a number is entered in the field, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are downloaded for each incoming IMAP message for this personality. Any attachments *larger* than the specified size are *not* downloaded with the message, but are left on the server for you to download later, if you want. For more details, see “Checking Mail” on page 233. Click the page number to display the topic.

Full message with attachments. If this option is on, the full message (full set of message headers and the message body) and all attachments without regard to size are retrieved for each incoming IMAP message for this personality.

Use a trash mailbox on the IMAP server [on]. If this option is on, then the first time you transfer or delete a message from any mailbox stored in this IMAP account, Eudora will try to create a Trash mailbox on the IMAP server for this personality. If it cannot create the

Trash mailbox, it will ask you to select an existing IMAP mailbox, to use as the Trash mailbox, from the IMAP submenu under the **Mailbox** or **Transfer** menu. Or, you can use the **New...** command under the appropriate submenu of the **Mailbox** or **Transfer** menu to create a new IMAP mailbox to be used as the Trash mailbox on that IMAP server. The purpose of the Trash mailbox is to provide you a central location for storing your deleted IMAP messages, the way you would use a POP Trash mailbox. You can regulate your deleted mail in the Trash mailbox, either emptying the Trash when you see fit, or retrieving some of the deleted messages before they are permanently removed from the IMAP server. If this option is deselected, you will have to mark each message for deletion and then delete the message from the server. See “Deleting IMAP Messages” on page 101. Click the page number to display the topic.

Auto. Configure (ACAP)

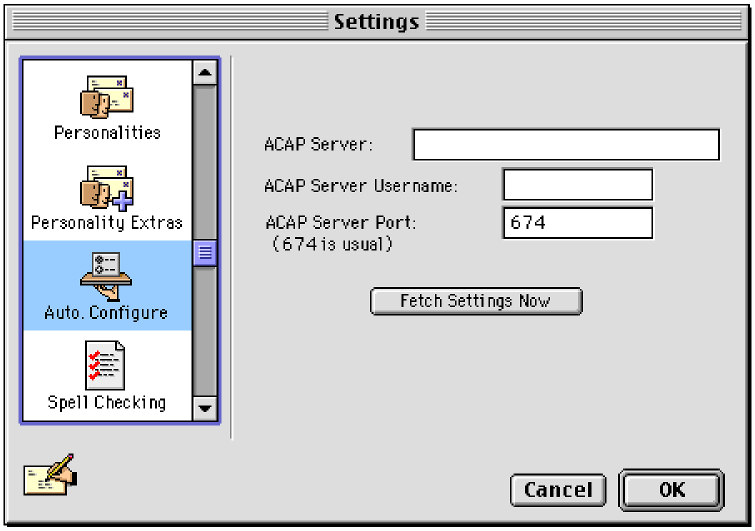
The Auto. Configure Settings instruct Eudora to retrieve settings previously configured from an Application Configuration Access Protocol (ACAP) server.

ACAP was originally designed for use with IMAP accounts. The idea is that if you keep your Eudora settings stored on a remote ACAP server, then whenever you log in to your email account from any Macintosh, whether a laptop on the road or a computer anywhere in the country or around the world, you can simply download your Eudora settings from the ACAP server, so that you don’t have to set Eudora up with your settings on each computer from which you check your mail.

To download your Eudora settings from an ACAP server to any Macintosh on which you are running Eudora, make sure the computer is connected to the Internet.

For more information on ACAP, see “Managing Your Mail on the IMAP Server” on page 84. Click the page number to display the topic.

Note. See your email Administrator or your Internet Service Provider for the information to enter in the fields of this Settings panel.



ACAP Server:
ACAP Server Username:
ACAP Server Port: (674 is usual) 674

The Auto. Configure Settings

ACAP Server [blank]. Enter the name of the ACAP server on which your Eudora settings are stored.

ACAP Server Username [blank]. Enter the user name by which you log in to the ACAP server, if the server requires a user name.

ACAP Server Port [674]. Enter the communications port number to use for connecting to the ACAP server. Port 674 is the usual port for ACAP servers, and is entered for you as the default.

Fetch Settings Now. Click the **Fetch Settings Now** button to instruct Eudora to download your email account settings from the ACAP server. Once the settings have been downloaded, Eudora reconfigures itself to those settings.

Eudora Folders

Eudora Folder

The first time you start Eudora, it creates a **Eudora Folder** within your System Folder. Even though you do not need to access the Eudora Folder during normal operation, this section is provided to show you where Eudora stores your mailboxes, messages, nicknames, settings, and other data.

Attachments Folder

Incoming attachments are saved in the **Attachments Folder** until you specify another folder via the **Attachment Folder** button in the Attachments Settings (**Special>Settings...>Attachments**). The **Attachments Folder** is created when you first start Eudora after installation. See "Receiving Attachments" on page 75 for more details on managing incoming attachments. Click the page number to display the topic.

Cache Folder

HTML graphic files that are downloaded to your computer are stored in the **Cache Folder**. These files are generally contained in web pages that a correspondent sends to you via email from their web browser. These incoming graphic files are downloaded either automatically, if the **Automatically download HTML graphics** option is turned on in your Fonts & Display Settings (**Special>Settings...>Fonts & Display**), or manually by you, by clicking on the **Get HTML Graphics** button on the icon bar of an open incoming message window.

The Cache Folder is managed the way cache folders are managed in web browser applications. That is, files continue to be added to the folder until the folder reaches a certain size, at which point the oldest least-used image files are deleted to make room for new image files. For more details on HTML graphic files, see "Viewing HTML Graphics" on page 79. Click the page number to display the topic.

Delivery Folder

When you check mail, your new incoming messages are downloaded and stored in the **Delivery Folder** until they are filtered. This is a temporary storage area only, and is usually empty between mail checks.

Eudora Filters

Any filters you create are saved in the **Eudora Filters** file. See "Filtering Messages" on page 125 for instructions on creating and using filters. Click the page number to display the topic.

Eudora Items

The **Eudora Items** folder contains special files and folders for use with Eudora. The **Plugins** folder (different from the **Extra Plugins** folder in the Eudora Pro Application Folder) contains settings and information files for your installed Eudora plug-ins. The **Eudora Items** folder is created when you first start Eudora after installation.

Eudora Log and Old Log

Mail transfers and errors are logged in the **Eudora Log** file. When the file reaches 100K in size, it is saved as **Old Log** (replacing any existing **Old Log** file) and a new **Eudora Log** file is created.

Eudora Nicknames and Nicknames Folder

Address Book entries are saved in the default **Eudora Nicknames** file. If you have created additional files, those are kept in the **Nicknames Folder**. These files are in UNIX ".mailrc" format. The **Eudora Nicknames** folder is created when you first start Eudora after installation. See "Using the Address Book and Quick Recipient List" on page 161 for more details on creating and using Address Book entries and nickname files. Click the page number to display the topic.

Eudora Settings and Eudora Settings.bkup

Settings information is saved in the **Eudora Settings** file. This file is created when you first start Eudora after installation.

If you change your settings, via the Settings dialog (**Special>Settings...**), Eudora saves the old settings as **Eudora Settings.bkup** (replacing any existing **Eudora Settings.bkup** file) and saves the new settings as **Eudora Settings**. See "Settings" on page 229 for information on how to change your settings in the Settings dialog. Click the page number to display the topic.

IMAP Folder

Mail downloaded from an IMAP account is stored in the **IMAP Folder.** This folder contains one local cache folder for each of your IMAP personalities. The IMAP Folder is created the first time you select **IMAP** in the **Server Configuration** field of the Checking Mail Settings (**Special>Settings...>Checking Mail**) for your Dominant personality, or the Personality Extras Settings (**Special>Settings...>Personality Extras**) for any of your personalities. Deleting an IMAP personality, or changing its **Server Configuration** field from **IMAP** to **POP**, deletes the local cache folder for that IMAP account from the IMAP Folder. See "Managing Your Mail on the IMAP Server" on page 84 for more information. Click the page number to display the topic.

Mail Folder

Mailbox files are kept in the **Mail Folder.** This folder is created when you first start Eudora after installation.

Note. The **Mail Folder** contains mailbox files for all of your POP accounts. IMAP mail is kept in the **IMAP Folder**.

In, Out, and Trash (in the Mail Folder)

Mail is saved in the **In**, **Out**, and **Trash** mailbox files. Mailboxes that you create are also saved in files like these. These files are in UNIX spool format.

Mailbox Aliases (in the Mail Folder)

Eudora supports the use of aliases for mailboxes that, for some reason, you have moved to a location outside the **Eudora Folder**. This allows you to use these mailboxes from within Eudora. Place the mailbox aliases in the Eudora Folder or a subfolder within the Eudora Folder.

Note. A mailbox alias is automatically created and placed in the Eudora Folder when you open the mailbox by selecting the **Other...** command under the **Mailbox** menu or one of its submenus. If you open the mailbox by selecting **Mailbox>Other...**, then the mailbox alias is deleted when you quit Eudora. However, if you open the mailbox by selecting **Other...** from a *submenu* under the **Mailbox** menu, the mailbox alias remains in the Eudora Folder indefinitely. These same arguments apply when you transfer one or more messages to a mailbox by selecting the **Other...** command under the **Transfer** menu or one of its submenus.

Parts Folder

Multipurpose Internet Mail Extensions (MIME) parts are stored in the **Parts Folder**. This folder is created when you first start Eudora after installation. The kinds of things that are stored in this folder include graphic files and other objects that were inserted or embedded into the text of an incoming message at the sender’s end. These MIME parts are deleted from the Parts Folder when you delete the message.

Signature Folder

Signatures are kept in the **Signature Folder**. This folder is created when you first start Eudora after installation. The two default signature files are **Signature** (corresponding to the **Standard** selection in Eudora) and **Alternate**. Any additional signature files you create in Eudora are kept in this folder. See “Using Signatures” on page 46 for more details on how to create and use signatures. Click the page number to display the topic.

Spool Folder

Attachments that are being forwarded or redirected are kept in the **Spool Folder** until the corresponding message is deleted. The **In.temp** and **Out.temp** mailbox files in this folder are used as temporary storage depots for incoming and outgoing mail received and sent during mail checks and sends. This folder is created when you first start Eudora after installation.

Stationery Folder

Stationery message files you create are kept in the **Stationery Folder** by default. See "Using Stationery" on page 42 for more details on creating and using stationery files.

Eudora Pro Application Folder

During the installation, the **Eudora Pro Folder** is installed on your hard drive in the location you specify. We also sometimes call this folder the **Eudora Pro Application Folder.** This folder contains the following:

- **Eudora Pro**, the Eudora Pro application
- **Eudora Stuff**, the folder to use for installing message plug-ins and resource plug-ins that you want available in Eudora; this folder also contains the Eudora Shared Libraries (including the Eudora LDAP Library and the Eudora Internal Speller) and your Spelling Dictionaries for use with the internal speller
- **Extra Plugins**, a folder containing additional plug-ins that are not yet installed (and that you may want to install and use)
- **Documentation**, the folder that contains the electronic (PDF) file versions of your Eudora documentation, including this User Manual; these PDF files can be viewed with Adobe Acrobat Reader, which is provided as an installation option when you install Eudora
- **README**, the text file with important information and instructions, some of which may not have been available for inclusion in this manual at press time
- **Email Central**, the icon that, when double-clicked, takes you to the Eudora Email Central Web Site, where you can find free plug-ins and other software to use with Eudora, along with additional information on how to use Eudora (including pointers to other web sites)

Eudora Stuff

Install message plug-ins and resource plug-ins in the **Eudora Stuff** folder when you want to use them with Eudora. For more information, including installation instructions, see "Using Eudora Plug-ins" on page 190. Click the page number to display the topic.

This folder also contains these subfolders:

- **Eudora Shared Libraries**, which contains the **Eudora LDAP Library** (for LDAP lookups via the Directory Services window) and the **Eudora Internal Speller** (for built-in spell-checking)
- **Spelling Dictionaries**, which contains your **User Dictionary**, your **User Anti-Dictionary**, and the two dictionaries **American-Common** and **American-Complete** — all of which are used with the built-in spelling-checker

The Eudora Stuff folder also contains Eudora plug-ins installed by default, along with other items:

- **Eudora Pro Help**, the file containing all of Eudora Pro's Balloon Help

- **Help Data.xx**
- **Rot13 Text** plug-in and README
- **UPPERlower Text** plug-in and README
- **Space & Tab Converter** plug-in and README
- QUALCOMM **PureVoice**™ application, Plug-in, Help, and README
- Adobe Acrobat **Reader** Plug-in and README (optional)
- Aladdin **StuffIt** Plug-in and README (optional)
- McAfee **VirusScan** Plug-in and README (optional)

Extra Plugins

Use the **Extra Plugins** folder to store uninstalled plug-ins that you may want to use at a later time.

To use one of the Eudora plug-in files contained in this folder, first quit Eudora, then drag the plug-in file into your **Eudora Stuff** folder, then restart Eudora. For further instructions, see "Using Eudora Plug-ins" on page 190. Click the page number to display the topic.

The installed **Extra Plugins** folder contains the following files (all plug-in files are resource plug-ins):

- **README**, the text file that contains information on the plug-ins in this folder.
- **Connection Hours**
- **Esoteric Settings**, a plug-in file that adds extra settings panels to the Eudora Settings dialog, which appears by selecting the **Special>Settings...** command. We recommend that only the most advanced users use Esoteric Settings. If you are not a "geek" or do not own a plastic pocket protector, beware!
- **EudoraTables**, a plug-in file for use with the Eudora transliteration function. For instructions on how to use this plug-in, see the **README** in this folder, and also see the supplementary document *Character Sets and Eudora* in your **Documentation** folder.
- **Forward934**, a plug-in file that makes Eudora do RFC 934-style forwarding. In short, when you forward a message with this plug-in installed, Eudora sets the forwarded message off from the rest of your text by inserting lines at the beginning and end of the forwarded message, rather than quoting the individual lines of the message, or adding excerpt bars on the left. Without the plug-in installed, you can hold down the **Option** key to suppress quotes in the forwarded message, but you have to insert the separation lines yourself.
- **Kerberos Settings**, a plug-in file that adds the settings necessary for using Kerberos with Eudora. Consult your Kerberos administrator before using this file.
- **Synch I/O**, a plug-in file that turns on synchronous I/O, which can improve compatibility with problem extensions and disk drivers.
- **Toshiba**, a plug-in file for use with a certain model of Toshiba PowerBook hard drives, to prevent the drives from corrupting Eudora mailboxes.

Documentation

The **Documentation** folder contains the following files.

Note. All PDF files can be viewed with Adobe Acrobat Reader, which can be installed as a plug-in when you install Eudora.

- This **Eudora Pro Email User Manual**, in PDF form
- The **Eudora Quick Start Guide**, in PDF form
- The supplementary document **Character Sets and Eudora**, in PDF form
- Additional documentation for plug-ins you can optionally install with Eudora (e.g., Adobe Acrobat Reader, Aladdin StuffIt, McAfee VirusScan), but only if these plug-ins are installed
- **Release Notes**, the release notes for this version of the Eudora software

Sources

Anonymous ftp (ftp.eudora.com)

QUALCOMM's Eudora Division has an anonymous ftp server, `ftp.eudora.com`, that has information and software related to Eudora. Included are POP3, Ph, and password changing servers, the srialpop program, current product information, dialup files, and more.

Eudora Web Site

Eudora has its own web site that you can access for general information, services, and Eudora product information. To display, click the following web site URL: <`http://www.qualcomm.com/eudora`>. You can get information on plug-ins and other products at Eudora's email Central site. To display, click the following web site URL: <`http://www.qualcomm.com/eudora/central`>.

Eudora Information

The information in this manual was correct at the time of printing. However, things happen very quickly in the electronic world, meaning that some of this information may already be out of date. For the very latest information about Eudora, send email to `eudora-info@qualcomm.com`.

Obtaining an Internet Email Server

Post Office Protocol (POP) and Internet Message Access Protocol (IMAP) Servers are available for a variety of platforms. If you would like to run a POP or an IMAP server on your own system, we suggest the following servers:

- **Macintosh.** QUALCOMM's Eudora Internet Mail Server™ (EIMS). EIMS supports POP3 and IMAP4 as well as LDAP and Ph directory services. EIMS requires a Macintosh 68030 or higher (Mac IIx, IIcx, SE/30, or better) or a PowerPC.
- **Windows NT.** QUALCOMM's Eudora WorldMail™ Server. WorldMail supports POP3 and IMAP4 as well as LDAP and Ph directory services. Microsoft Windows NT 4.0 Server or Workstation is required.
- **UNIX.** QUALCOMM's QPopper. QPopper 2.4 is available via anyonymous ftp from `ftp.eudora.com`. QPopper versions are available for a number of UNIX systems.
- **VAX/VMS.** VAX/VMS systems may try either the Multinet package from TGV, or IUPOP3, available via anonymous ftp from `ftp.indiana.edu`.

For information on QUALCOMM's family of Internet email Servers, send email to <`eudora-rep@qualcomm.com`> or click to display the Eudora web site: <`http://www.qualcomm.com/eudora`>.

Ph Server Source Code

A server for the Ph protocol is available via anonymous ftp from `ftp.eudora.com`.

Password Change Server

Three sample UNIX servers for Eudora's **Change Password...** command (on the **Special** menu) are available via anonymous ftp from `ftp.eudora.com`.

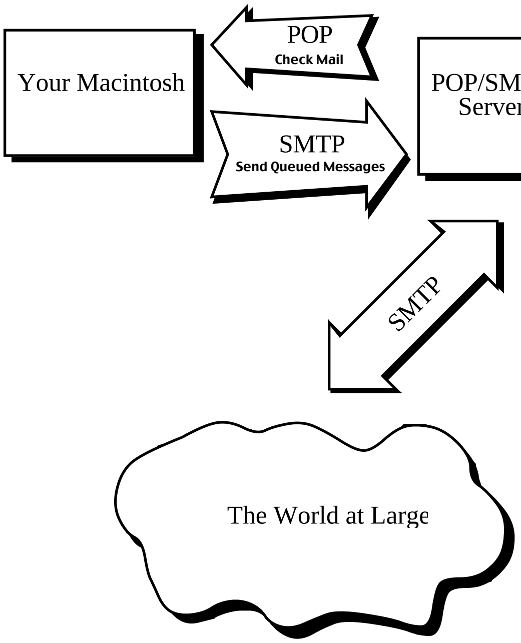
Kerberos

To learn more about the Kerberos authentication system that is supported in this version of Eudora, anonymous ftp to `athena-dist.mit.edu` and begin in the `pub/kerberos` subdirectory.

Mail Transport

Introduction

Eudora uses *Simple Mail Transfer Protocol* (SMTP) to transfer your outgoing mail to your SMTP server machine, which in turn uses SMTP to send your mail to the world at large. Mail from the world at large arrives on your incoming *Post Office Protocol* (POP) or *Internet Message Access Protocol* (IMAP) mail server, where it waits for Eudora to pick it up with either POP version 3 or IMAP version 4. The mail Eudora sends and receives is constructed in accordance with RFC 822 and RFC 2045 (MIME).



Eudora mail transport overview, POP (similar for IMAP)

Outgoing Mail

When you send an email message to someone, Eudora uses SMTP to send the mail to your local SMTP server computer. That computer then sends the mail to your addressee’s computer, also (usually) by means of the SMTP protocol.

Why doesn’t Eudora talk directly to your addressee’s computer? For one thing, it would take a lot longer for your mail to leave your Macintosh, because your Macintosh would have to call up each addressee’s computer and deliver your mail. For another, some computers are “hard to find”; it’s much better to let another computer “hunt” for your addressee than to make your Macintosh do it. Finally, sometimes your addressee’s computer won’t be available when you want to send mail. The SMTP server handles this by holding your mail until the other computer is ready to accept it, eliminating the inconvenience of having unsent messages hanging around on your Macintosh.

Incoming Mail

When somebody sends you mail, other computers use the SMTP protocol to deliver the mail to your POP or IMAP server. Your POP or IMAP server puts mail in your "mail drop," where it stays until the Eudora program picks it up. When you check your mail, Eudora uses POP version 3 or IMAP version 4 to pick up your mail and move it to your Macintosh.

Why doesn't Eudora use SMTP to receive your mail? SMTP works best when the computers it knows about are always ready for mail. Unless you wanted to run Eudora and your Macintosh 24 hours per day, seven days a week, SMTP wouldn't work very well for you. It also doesn't work well in lab environments, where you might use any number of different Macintoshes.

More Information

If you want to know more about the Internet in general, consult the book *Internetworking with TCP/IP*, by Douglas Comer, 1988, Prentice-Hall, ISBN 0-13-470154-2 025.

If you want to know more about SMTP, RFC 822, POP version 3, and MIME, the official standards are as follows:

- RFC 821, "Simple Mail Transfer Protocol," by Jonathan B. Postel
- RFC 822, "Standard for the Format of Internet Text Messages," by Dave Crocker
- RFC 1939, "Post Office Protocol, Version 3," by Marshall Rose
- RFC 2045, "Multipurpose Internet Mail Extensions," by Ned Freed and Nathaniel Borenstein

You can find the RFCs by anonymous ftp to **ds.internic.net**, in the **rfc** directory. Or go to **<http://ds.internic.net/ds/dspg1intdoc.html>** in your Web browser. See *Internetworking with TCP/IP* for details.

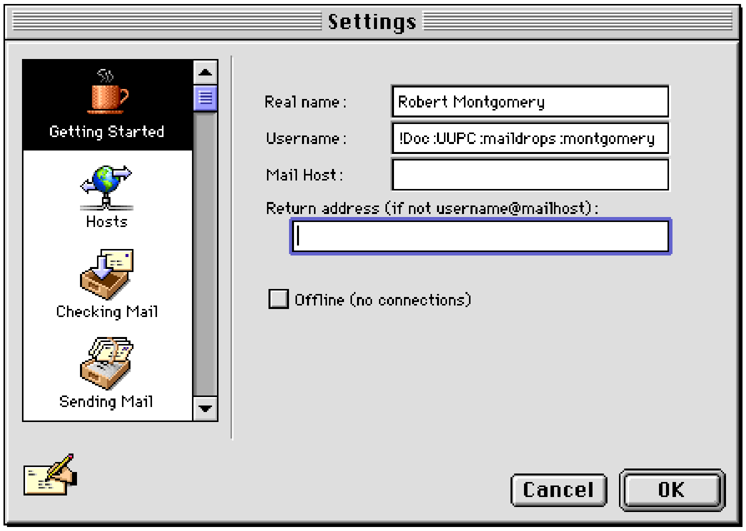
Using UUCP

Introduction

Eudora works with UUCP in almost exactly the same way that it works with the POP (or IMAP) and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

Eudora does not come with UUCP. Three available Macintosh UUCP systems are “uupc 3.0” (`dplatt@snulbug.mtview.ca.us`), “gnuucp” (`jim@fpr.com`), and “UUCP/Connect” (formerly “µAccess,” `sales@intercon.com`). “UUCP/Connect” is commercial; the other two are freeware. Eudora has been tested with all three packages; it works well with uupc 3.0 and UUCP/Connect, but it does not work smoothly with gnuucp.

Settings Dialog for UUCP



Real name: Robert Montgomery

Username: !Doc:UUPC:maildrops:montgomery

Mail Host:

Return address (if not username@mailhost):

☐ Offline (no connections)

Getting Started Settings for UUCP

Display the Getting Started Settings: **Special>Settings...>Getting Started**.

Real Name. Enter your real name as you wish to see it in the From: field of outgoing messages.

Username. If you are going to receive mail via UUCP, you should put the full path name of your “mail drop” (the file where UUCP leaves mail for you) in the Username field. Precede the name with an exclamation point.

Operation

Almost all Eudora features work normally with UUCP. The one exception is the **Leave on server for ? days** option in the Checking Mail Settings. When Eudora is used with POP and this option is on, only unread mail is downloaded. With UUCP, however, Eudora does not distinguish between read and unread mail; it downloads all the mail at each check. This results in duplicate messages, unless you use some other means to clean out your mail drop between Eudora checks. It is suggested that this option remain off when using UUCP.

Internals

Mail Drop Format

Eudora expects the mail drop to be in standard UNIX mailbox format, with UUCP envelopes (“From” lines) at the beginning of each message. The mail drop should use carriage returns (not line feeds) for new lines.

Working Files

When sending mail, Eudora creates two files in the UUCP work directory. These files are as follows:

D.mac0####

The message itself is put in this file. As distributed, Eudora uses returns for new lines in this file. That can be changed by editing the last characters of STR# resource id 8000, string 5; Eudora will use whatever nonprintable characters are at the end of the string. The mail begins with a UUCP envelope. The “####” stands for the four-digit sequence number mentioned above in the section “SMTP Server.” It increments as each message is sent.

X.mac0####

Commands for the UUCP system are put in this file. These commands are all editable via ResEdit; they are distributed with returns at the ends.

U user mac

; identifies you (STR# id 8000, string 1)

F D.mac0####

; this file contains your message (8000,2)

I D.mac0####

; use your mail for input (8000,3)

C rmail recipient...

; all recipients of the mail are listed here (8000,4)

MIME and Mapping

What is MIME?

"MIME" stands for Multipurpose Internet Mail Extensions. MIME serves two major purposes: it allows mail applications to tell one another what sort of data is in mail, and it also provides standard ways for mail applications to encode data so that it can be sent through the Internet mail system.

MIME Encodings

The Internet uses SMTP (Simple Mail Transfer Protocol) to move mail around. SMTP is limited to the US-ASCII character set. This is a problem for people who speak languages other than American English and so need accented characters or non-American letters, or for people who want to use special symbols like the section mark (§).

MIME provides a way around this restriction. It offers two encodings, "quoted-printable" and "base64." These encodings use US-ASCII character codes to represent any sort of data you like, including special characters or even non-text data.

"Quoted-printable" is used for data that is mostly text but has special characters or very long lines. It's very simple. Quoted-printable looks just like regular text, except when a special character is used. The special character is replaced with an "=" and two more characters that represent the character code of the special character. So, a section mark (§) in quoted-printable looks like this: "=A8".

However, there are some other things that quoted-printable does. For one, since it uses an "=" to mean something special, equals signs must themselves be encoded (as "=3D"). Second, no line in quoted-printable is allowed to be more than 76 characters long. If your mail has a line longer than 76 characters, the quoted-printable encoding will break your line in two and put an "=" at the end of the first line, to signal to the mail reader at the other end that the two lines are really supposed to be all one line. Finally, a few mail systems either add spaces to or remove them from the ends of lines. So, in quoted-printable, any space at the end of a line gets encoded (as "=20"), to protect it from such mail systems.

Let's try an example. Here's a passage of text that you might type on your Macintosh:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

Without any encoding, this might show up on your recipient's screen as:

```
+Il est dimontri, disait-il, que les choses ne peuvent btre autrement;
car tout itant fait pour une fin, tout est nicessairement pour la
meilleure fin.;
```

This corruption happens because SMTP cannot handle the special characters. However, if you and your recipient both have MIME, quoted-printable encoding would be used, and your text would show up properly:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

While your mail was actually in transit, however, it would have looked like this:

```
=ABIl est d=E9montr=E9, disait-il, que les choses ne peuvent =EAtre =
autrement; car tout =E9tant fait pour une fin, tout est n=E9cessairement
=
pour la meilleure fin.=BB
```

Base64 encoding is another way to protect binary data from the SMTP mail system. However, Base64 makes no attempt to be legible, and is most appropriate for non-text data.

MIME Labeling

The other important part of MIME is that it lets mailers communicate what kind of data is in a message (or part of a message). The primary mechanism used for this is the Content-Type header:

```
Content-Type: text/plain; charset=iso-8859-1
```

A content-type header is divided into three parts: the content type, the content subtype, and the parameters. In this case, the content type is “text,” meaning the message contains mostly legible text. The content subtype is “plain,” which means there aren’t any formatting commands or anything like that embedded in the text. Finally, “charset=iso-8859-1” is a parameter; in this case it identifies the character set the message uses.

The major content types are as follows:

text	legible text
image	pictures and graphics
audio	sound
video	moving pictures
message	messages or pieces of messages
multipart	several different kinds of data in a single message
application	everything else

Practical Issues

There are really only two things you sometimes need to do with Eudora and MIME. One is that it may occasionally be necessary to turn off quoted-printable encoding. Another is that you may want to know how to define mappings between MIME types and Macintosh types.

Turning Off Quoted-Printable

Eudora automatically uses quoted-printable encoding if your mail or your plain text attachments contain special characters. If your recipients don't have MIME, quoted-printable can hurt more than it helps. If that's the case, just turn off the QP icon in the outgoing message icon bar when you are sending text files to those recipients.

Mapping Between MIME Types and Macintosh Types

When you send attached files to other Eudora users, Eudora automatically knows what kind of data is in the files, because Eudora sends along special information with the file. However, if you're sending the file to a non-Macintosh user, or receiving files from a non-Macintosh user, it's important to get the right MIME type information on the file, or for Eudora to understand what the MIME type information means.

Eudora knows about some MIME types. However, since new MIME types are being defined all the time, it may be necessary to add to Eudora's knowledge from time to time. If you're familiar with ResEdit, this isn't too hard to do.

The way Eudora maps between MIME and Macintosh types is with EuIM and EuOM resources. EuOM resources are used for sending attachments, EuIM for receiving. They have the same basic structure.

EuOM and EuIM resources are lists of individual elements called "maps." Each map describes a Macintosh document type (or MIME data type) and then lists what MIME data type (or Macintosh document type) it corresponds to. For any given type, Eudora looks through all the maps in all the EuOM or EuIM resources, and uses the best match.

Note:EuOM and EuIM resources are also used when uuencoding and uudecoding files, so that filename suffixes can be mapped to and from Macintosh types. A good set of EuIM and EuOM resources can substantially improve document exchange with systems that use uuencode.

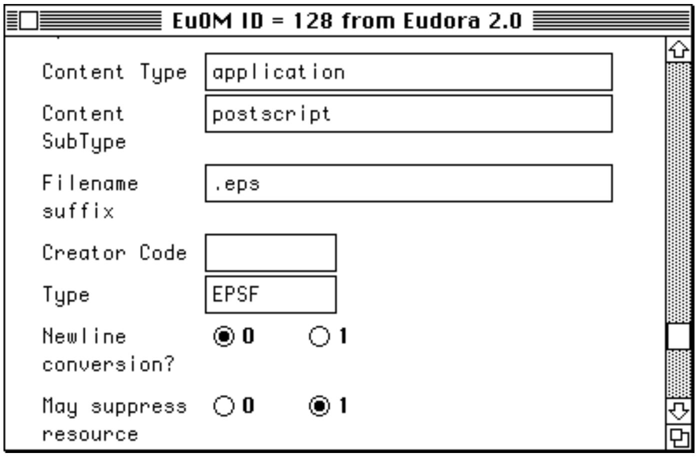
Sending

When you create a map in an EuOM resource, you use the "Creator Code" and "Type" fields to specify what documents the map applies to. These fields should be filled with the four-byte creator code or Macintosh type of the documents you want to send. If you leave the Creator Code blank, but fill in the type, the map is used for any document of that type, regardless of creator. If you fill in both Creator Code and Type, a document has to match both for the map to be used. Given the choice, Eudora uses the map that matches both creator and type.

The other parts of the map are used to construct the MIME information. Content Type and Content SubType are the MIME type and subtype to use for the document. Filename suffix allows you to tell Eudora to add a suffix to the filename, as an extra hint to the receiving system (for example, you might have Eudora add ".xls" to Excel files).

"Newline conversion?" tells Eudora whether or not to convert carriage returns in the file to carriage return, linefeed. Usually, you should set this to 1 for text data, but to 0 for binary files.

Finally, “May suppress resource fork?” is used in conjunction with Eudora’s Always include Macintosh information option (in the Attachments Settings). If you set this to 1, and Always include Macintosh information is off, Eudora won’t send Macintosh type and creator information with the file, and won’t send the resource fork. Instead, it will just send the data fork with the MIME information attached to it.



EuOM ID = 128 from Eudora 2.0

Content Type: application

Content SubType: postscript

Filename suffix: .eps

Creator Code:

Type: EPSF

Newline conversion? ● 0 ○ 1

May suppress resource ○ 0 ● 1

An Example Map in an EuOM Resource

The map above says that all files of type “EPSF,” no matter what the creator, should be sent as “application/postscript,” that “.eps” should be added to the filename, that carriage returns should not be turned into carriage return/linefeed pairs, and that when the Always include Macintosh information switch is off, the resource fork won’t be sent.

Receiving

EuIM resources are used for receiving files. They’re pretty much the same as EuOM resources, except that the MIME type and subtype are used for matching, and the Macintosh creator code and type are applied to the file received.

As with EuOM resources, you can leave parts blank. If you want to match all files with an “.eps” suffix, regardless of the MIME type or subtype, leave the type and subtype blank. If you don’t care what the filename suffix is, leave that blank and match with the MIME type and/or subtype only. Again, as with EuOM resources, Eudora will choose the map that matches best.

With EuIM resources, it’s sometimes a good idea to use several maps to catch all important cases. For example, it might be a good idea to have three maps for dealing with PostScript files, as follows:

- Content Type: application
- Content SubType: postscript
- Filename suffix:
- Creator Code: mlpr
- Type: TEXT

This map will catch most MIME PostScript files, and set their creator to MacLPR.

- Content Type:
- Content SubType:
- Filename suffix: .eps
- Creator Code: dPro
- Type: EPSF

This map will match any incoming file with a suffix of “.eps,” regardless of the MIME type info, and set its type to “EPSF” and creator to “dPro” (MacDraw Pro). But what if a file comes in with a suffix of “.eps” and a MIME type/subtype of “application/postscript”? Which map gets used? The first one gets used; when Eudora has a choice between matching a suffix and matching MIME type information, MIME wins. A third map may be in order:

- Content Type: application
- Content SubType: postscript
- Filename suffix: .eps
- Creator Code: dPro
- Type: EPSF

This makes application/postscript files with suffixes of “.eps” get type EPSF and creator dPro.

Glossary

Alias. In Eudora, it's another name or nickname for an existing user's address. On a Mac, it's a file that is a link or pointer to some other file.

APOP. Authenticated Post Office Protocol is an MD5-based login command that does not send passwords in clear text over the network.

Body. The part of an e-mail message that contains the main text of the message. The body can contain text, graphics, sound, and video clips.

Browser. A World Wide Web client that uses HTTP to read and display HTML documents.

Client. A computer or software program that accesses resources over the Internet. It is also an application that requests a server to perform a function. In the Internet mail environment, the term client indicates a mail user agent, for example, Eudora Pro.

Custom domain. An Internet Mail component that is configured with special routing information for SMTP mail settings. Multiple custom domains can be configured; messages sent to a custom domain are handled and routed according to its specifications, that is, through static routes or gateways.

Daemon. Daemons are generally server programs. They run continuously and are available when clients wish to initiate a session. However, an SMTP daemon periodically acts as a client when it needs to forward messages that are not to be delivered locally.

Domain. In general, a group of computers and other devices under the management of a single administrator or administrative entity. In the Internet, a domain identifies a range of IP addresses and mail-forwarding information. See DNS.

DNS. Domain Name Service. The naming service used by Internet Mail to support message routing. It maps domain addresses to IP addresses so Internet messages can be delivered to a particular server.

Envelope. The envelope is the SMTP commands that enclose the e-mail message. The SMTP envelope is the sequence of commands from the smtp-sender (a client) to the smtp-receiver (a server) to forward a message to the next hop in the delivery.

Finger query. A directory service that queries a Finger server.

FTP. File Transfer Protocol

Gateway. In general, software that translates information between one protocol and another.

Header. The part of an e-mail message that precedes the message. It contains information such as the originator, recipient, and subject of the message. Also, it is used as an individual header field, such as the To: header.

HTML. Hyper-Text Marking Language used to create Web pages. A Web client interprets HTML and displays documents and graphics accordingly. HTML also allows document authors to establish hypertext links between documents in various locations on the Internet and to create forms and image maps that enable users to interact with Web documents.

HTTP. Hyper-Text Transfer Protocol is the standard way of transferring information across the World Wide Web. It supports a variety of media and file formats across a variety of platforms.

IAB. Internet Activities Board. The organization (within the U.S. Department of Defense) that is charged with administering the Internet.

IETF. Internet Engineering Task Force. The standards-setting body of the Internet.

Internet. A giant, global network made up of many smaller networks, all connected using the TCP/IP protocol. The Internet is the network of networks which spans the globe. TCP/IP is generally the network and transport protocol stack used to connect networks, but protocol translating gateways enable non-TCP/IP networks to connect to the Internet, as well.

Internet directory. A directory on the Internet that Eudora users can query. A directory implementing Ph, LDAP, and Finger is an Internet directory.

IP address. The address that serves as a unique identifier of computers on the Internet. It is a sequence of 4 small integers (each less than 256). When written the numbers are separated by periods. For example: 210.170.2.45. The DNS converts IP addresses to the more familiar domain names.

LDAP. Lightweight Directory Access Protocol is a protocol that provides an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Regents of the University of Michigan.

Mailbox. In Eudora, a mailbox is a single collection of messages. Eudora allows the user to create as many mailboxes as they wish to organize and store their messages.

A mailbox on a server is the location on the Internet where e-mail for a user is delivered. Eudora collects messages from the server's mailbox and delivers it to mailboxes on the user's computer.

Mailbox user. A user who sends and receive e-mail messages.

Mailing list. A group of recipients to whom users can refer by a common name (for example, a mailing list called Marketing). When users address a message to a mailing list, all members of the mailing list receive the message.

MIME. Multi-Purpose Internet Mail Extensions. A set of conversions to the Internet Mail standards that supports the inclusion of multi-part and multimedia files, such as sound and video, in e-mail messages.

Network. A group of connected computers that can communicate with one another. Networks enable computers to share files and resources and exchange messages.

Ph. Ph (Phone book) is a protocol providing an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Computer and Communications Services Office at the University of Illinois at Urbana.

POP3. Post Office Protocol 3. A protocol that provides a simple, standardized way for users to access mailboxes and download messages to their computers. This is also called the Incoming server.

Postmaster. A special type of user responsible for maintaining the mail delivery system for a particular group of computers. A postmaster is responsible for following up on queries from users and other postmasters. Internet standards require that the postmaster account be valid at every domain.

RFC. Request For Comments. In the Internet community, RFCs are a numbered sequence of documents generally describing protocols for Internet communication. An Internet standard protocol is also give a STD number, in addition to an RFC number. Only RFCs with a STD number are standards of the IETF. Some RFCs are historical or experimental, and are not standards. Others have not yet reached standard status. Still others provide documentation about the Internet itself.

Server. An entity that provides a network service. A server can be hardware (such as a file server), software (such as a mail server), or services (such as a transportation service). A mail server is a program that accepts, relays, and delivers mail.

SMTP. Simple Mail Transfer Protocol. The protocol widely implemented on the Internet for exchanging e-mail messages.

Static mail route. A mail route that an administrator explicitly specifies on a particular domain. Static routes bypass domain name systems (DNS).

TCP/IP. Transmission Control Protocol/Internet Protocol. TCP/IP is a set of protocols for computer network communication. The protocols provide conventions for connecting networks and routing traffic between them. It supports local area networks, as well as interconnections between local area networks. TCP/IP protocols are described in IETF RFCs, as well as numerous reference works.

Username. A character string by which users are known (e.g., ldempster).

UUCP. UNIX to UNIX Copy Protocol is a UNIX e-mail protocol.

World Wide Web. Also known as the Web, the World Wide Web is a graphical interface to Internet resources. Web refers to the set of hypermedia pages accessible via the Internet.

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